



## AGRESSO REQUEST TO SET UP/AMEND/CLOSE A FOLDER

<b>Set up</b>	<b>Amend</b>	<b>Close</b>
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Please Specify Project Number to which folder is to be attached

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### FOR A NEW FOLDER:

Please give folder description (maxi 50 characters)

### IF CLOSING / AMENDING A FOLDER:

Please specify folder number:

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Please specify change and reason for amendment

<b>Project Manager Name:</b>			
<b>Staff Number:</b>			
<b>Email Address:</b>			
<b>Authorised by:</b>		<b>Date:</b>	

### Finance Use Only

Set Up Folder			
Value Matrix		Value	
	Company from Folder		
	PCB Billable Exp from Folder		
	Tax System from Folder		
<b>Documentation</b>	Web Pages		
	Coding Book		

<b>Completed by:</b>		<b>Date:</b>	
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