



AGRESSO REQUEST TO SET UP/AMEND/CLOSE A FOLDER

Set up	Amend	Close
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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

Project Manager Name:			
Staff Number:			
Email Address:			
Authorised by:		Date:	

Finance Use Only

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

Completed by:		Date:	
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