

Service Heading: enquiry and confirmation of the fabricated stand makers

Manager's Name: designing and stand decoration

Addressee type: conductors, stand makers and participants

The form of designing of service processes for respecting the client in reference to the paragraph A of the third article of administration system of health & safety promotion and healthy safe

Steps	Activity Description	The required timing for the doing activities	The name of the unit and the relating in charge person	The residency location and the contact Telephone Number	The required records
1	Receiving letters of introduction of producer and carpet installer	10 days prior to the hall-delivery	stand decoration controller	21912886	Through sending letter to the company for the conductor
2	Corresponding the received information with the confirmed contractors by the company	9 days prior to the hall-delivery	stand decoration controller	21912886	Through sending letter to the company for the conductor
3	Confirming or disconfirming of the carpet company	9 days prior to hall-delivery	stand decoration controller	21912886	Enquiry about the confirmed list to the conductor
4	Taking guarantees and carpet sample from the confirmed carpet contractor	9 days prior to hall-delivery	stand decoration controller	21912886	Through sending letter to the carpet contractor
5	Carpet contractor's confirmation should be turned over to the other relative managements	8 days prior to hall-delivery	stand decoration controller	21912886	Through letter to the relative managements