| Project Title: | Date: | | |
|---|---|---|---|
| | Project No.: | | |
| Procedures Audited: MAIN PROCESS<br>**Project Commission and Service Agreement (M2)** | YES | YES BUT | NO |
| 1. Upon receipt of a new commission, are the terms and conditions being reviewed for compatibility with the fee bid for the project and recorded?<br><br>2. Should there be any significance discrepancies with the terms and conditions, are these being resolved with the Client and confirmed in writing?<br><br>3. Upon receipt of Client's instruction (verbal or written) to proceed with a new project, is the 'Job Announcement' form being filled up and send to the Accounts Department?<br><br>4. Is the original letters of commission forming the contract between the Client and the company being kept by Accounts Departments? | | | |
| Comments:<br><br>Auditor Signature: Date: | | | |