

**Service Heading: enquiry and confirmation of carpet (synthetic fabric for covering for covering floors ) type and color**

**Manager's Name design and stand decoration**

**Addressee type: conductors, stand makers and participants**

**The form of designing of service processes for respecting the clients in reference to the paragraph A of third article of promoting administration healthy system and in opposition to corruption.**

| <b>Steps</b> | <b>Activity Description</b>   | <b>The required timing for the doing activities</b> | <b>The name of the unit and the relating in charge person</b> | <b>The residency location and the contact Telephone Number</b> | <b>The required records</b>                             |
|--------------|---|---|---|--|---|
| 1            | Receiving the letters of introduction from producer and the carpet installer                  | 10 days prior to the hall-delivery                  | observers of stand decoration                                 | 21912886   | Through sending letter to the company for the conductor |
| 2            | Corresponding the Received information with the confirmed contractors' listing by the company | 9 days prior to the hall-delivery                   | observers of stand decoration                                 | 21912886   | Through sending letter to the company for the conductor |
| 3            | Confirming or disconfirming the carpet company  | 8 days prior to the hall-delivery                   | observers of stand decoration                                 | 21912886   | Enquiry about the confirmed listings to the conductor   |
| 4            | Taking guarantee and carpet sample from the confirmed carpet contractor                       | 7 days prior to the hall-delivery                   | Observers of stand decoration                                 | 21912886   | Through sending letter to the carpet contractor         |
| 5            | Carpet contractor's confirmation should be notified to the other relative managements         | 6 days prior to the hall-delivery                   | observers of stand decoration                                 | 21912886   | Through letter to the relative managements              |