[Company name]

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OFFICE ORDER

Issued by [Manager name], [Manager job title], on behalf of [Company name]. Binding from [Effective date].

Document	Date	From	To
[Doc ID]	[Date]	[Manager name], [Manager job title]	[Department name]

Subject: Office order - approval of office documents in [Department name]

Directives

1. From [Effective date], every document prepared by [Department name] must be approved by [Manager job title] before issue or circulation.
2. No document covered by this order may be issued without that approval.
3. [Job title] in [Department name] is responsible for submitting documents in good time and keeping a record of each approval.

Scope

This order applies to [Department name] at [Office location]. Direct any question to [Manager name], [Manager job title].