Document Distribution List sample

H.R.			Marketing			Raw Material Purchase / Planning		
Issue Date	Document	Receiver Sign & Date	Issue Date	Document	Receiver Sign & Date	Issue Date	Document	Receiver Sign & Date

Consumable Goods Store			Production			Quality		
Issue Date	Document	Receiver Sign & Date	Issue Date	Document	Receiver Sign & Date	Issue Date	Document	Receiver Sign & Date

Packing & Dispatch			Maintenance - Electrical			Maintenance - Mechanical		
Issue Date	Document	Receiver Sign & Date	Issue Date	Document	Receiver Sign & Date	Issue Date	Document	Receiver Sign & Date