

Retail Promotion Approval Notice

Date: _____

Notice No.: _____

Promotion Details

Promotion Name _____

Promotion Type _____

Store/Location _____

Start Date _____

End Date _____

Products/Services Covered _____

Promotion Summary _____

Approval Summary

Status Approved / Not Approved

Approval Notes _____

Authorized By

Name & Signature

Date: _____

Manager/Approver

Date: _____