



INTERNAL MEMORANDUM

TO: Director *[Signature]* DATE: 3 July 2020
THROUGH: Deputy Director (Administration and Communication) *[Signature]* 3/7/2020
Finance Manager *[Signature]* 3/7/2020
Administration Manager *[Signature]* 3/7/2020
FROM: Acting Knowledge Management Manager *[Signature]* REF:
Information Technology Officer *[Signature]*
SUBJECT: Subscribing graphic and video templates website for video and printed material production.
Cc:

Dear Director,

Regarding the production of SEAMEO Congress 2021 video and other promotional materials, we would like to propose the SEAMEO Secretariat to subscribe the graphic and video templates as digital resources for producing professional video/multimedia, and printed materials.

In this connection, I would like to request your approval for subscribing the graphic and video templates from the website "**Envato Elements - envato.com**" for the period of 2 months (5 July - 5 September 2020).

The graphic/video templates will be shared within the SEAMEO Secretariat concerned staff such as POIII, POIV, ITA and others.

The details are as follows:

Item to purchase	Quantity	Price/Unit	Total (Baht)	Supplier
Envato Elements envato.com	2 Months	USD 16.50 per month	USD 33.00	elements.envato.com
Total			USD 33.00	

Thank you for your consideration and approval.

Dear FM,

After subscribing Envato, we found that the subscription fee for 1 month is 33 USD.

The rate of 16.50 USD/month is for 1 year subscription.

Therefore, we tried the subscription with Envato for 1 month only. If the website is worth to continue, another memo will be proposed. Thank you for

Envato Elements Pty Ltd

PO Box 16122
Collins Street West
Melbourne, Victoria 8007
Australia
Email: help.elements@envato.com
VAT #: EU372010001
Registration #: 87 613 824 258

Invoice

Invoice # 3097617
Billed On Jul 4, 2020
Terms On-Receipt
Due On Jul 4, 2020

Bill To

Thanit Thanit

Thanit
4th Floor Mom Luang Pin Malakul Centenary Building
920 Sukhumvit Road Khlong Toei District
Prakanong, Bangkok 10110
Thailand

PAID

on Jul 4, 2020

\$33.00 USD

Date	Description	Qty	Price	Subtotal
Jul 4 - Aug 4, 2020	Elements \$33	1	\$33.00	\$33.00

Subtotal \$33.00

Total \$33.00

Paid (\$33.00)

Amount Due \$0.00

Payments

Jul 4, 2020 \$33.00 Payment from Visa ... 1260

Notes

This invoice can be used for tax purposes. To convert the amounts in your local currency, please use the average monthly exchange rate.

Please note: From 1st Oct 2019 the Envato Elements EU VAT registration number has changed to EU372010001

Cancel any time at account.elements.envato.com/subscription

All amounts in United States Dollars (USD)