



INTERNAL MEMORANDUM

Approved by the Director

TO: Director

DATE: 24 August 2020

THROUGH: Deputy Director (Administration and Communication) *UO 24 Aug 2020*
Finance Manager *Banbant 24/8/2020*
Administration Manager *Mu 25/8/2020*

FROM: Acting Knowledge Management Manager *San* REF:
Information Technology Officer *Shanit*

SUBJECT: Subscribing the Envato Elements website (1 year) for video and printed material production.

Cc:

Dear Director,

Regarding the one-month subscription (4 July – 4 August 2020) of the Envato Elements website (www.envato.com), we found that the website is very useful and provides various professional video/graphic templates, photos, sound effects, and music that create the profession looks of SEAMEO Secretariat's videos such as SEAMEO Introduction, SEAMEO Congress, and SEAMEO Integrated Report.

Considering the future works of SEAMEO Secretariat in video and multimedia production and other graphic designs, we would like to propose the SEAMEO Secretariat to subscribe the Envato Elements website "**Envato Elements - envato.com**" for the period of 1 year (25 August 2020 - 24 August 2021).

The details are as follows:

Item to purchase	Quantity	Price/Unit	Total (USD)	Supplier
Envato Elements www.envato.com	1 year (25 Aug 2020 to 24 Aug 2021)	USD 198.00 per year	USD 198.00	elements.envato.com
Total			USD 198.00 Excluding VAT/TAX	

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

Thank you for your consideration and approval.

Thantit.

① Please purchase Envato with a staff of Finance./Purchasing

② Ensure the receipt issued for SEAMEO Secretariat.

Thank you
San

Invoice details

First name*
 Last name*

Company name

Country*

Address 1*

Address 2

City*
 State / Province / Region

Zip / Post Code

Payment method

Confirm your plan*

Monthly

\$33/m

+ local tax

Save 50%

Yearly

\$16.50/m

Billed yearly at \$198 + local tax

Credit Card **VISA**

PayPal **PayPal**

I agree to the License Terms and User Terms.

Keep me up to date with latest content, updates, and offers.

Complete order

Order Summary

Envato Elements Subscription

Your subscription will automatically renew each year at the price below.

Price	\$198.00/year
Tax	\$0.00/year

Total USD \$198.00/year

[Secure checkout](#)

Total USD \$198.00/year

[Secure checkout](#)

scm