

#### **4.4. Specification To Prepare**

Specification correspondence showing that what needs to be done in terms of jobs (contract) is called. specifications should always be done in commercial and industrial exchanges. They are made either orally or in writing. Such (sometimes shown as a notary can also be made via written by the importance of the work) Specification is available as printed documents are ready in some public and private enterprises.

Specification consists of two main parts according to the state of the job:

- a. General Specifications
- b. Technical Specifications