

Bimonthly Tasks for October Weeks 3-4

60 pts each department leader needs to turn this sheet in on or before November 1st. Tasks completed early can be turned in and verified at any time. Divide the tasks up equally so that you can complete them all. All members of the department will receive the same task points. In addition, starting this task period, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week.

Sales Department

Task 1: Department Meeting

Meet as a department and read together and assign all tasks for the next 2 weeks. Turn in a copy of this Task Sheet for your department to the Chief Officers as soon as possible- Fill in task sheet with names and who is responsible for each task. Each person can earn 2 work points from you each day for 10 points per week. Each day, 1 Point will be automatically, earned for having your phone in your employee locker and the additional point/s will be earned for your daily work. Violations of office policies will result in loss of points. The department leader will complete the weekly work points for all employees each week for their department. Leaders failing to award points will get no points for the work period, while associates will get full points awarded. A link will be sent in an e-mail and on Slack complete this task.

Vice President

5pts **Evidence: Complete and turn into Chief Officers & Teacher**

Task 2: Business Contract (HIGH PRIORITY due October 29th)

This should be a top priority for the Vice President in the 3rd week of October to try to get this submitted at the end of the week. You will information from the accounting on this task. This contract is essential to meet payroll on November 1st. Review the Small Business Contract information from the VEI Portal → Accounting & Finance → Reference files: Out-of-Network Sales. Download the **Business Contract Template** from the Task Matrix and update the contract template to reflect your agreement with the VEI Office. See your teacher to help you through this process. When the worksheet and contract are complete you will complete and submit the Payment Request form to establish the contract through May of 2019.

Vice President

5pts **Evidence 2.1: Business Contract → Canvas October 3-4**

Vice President

10pts **Evidence 2.2: Payment Request Form Sent → Funds Received in Company bank**

Task 3: Pricing Strategy

Work with the Vice President of Marketing to explore and develop the company pricing strategy. Review the Pricing Strategy guide found in the Task matrix and decide on which strategy the company will be using. Write a rationale of what strategy you chose and why you chose that strategy. Marketing will be using this as part of the pricing section of their marketing plan.

Vice President of Sales

5pts **Evidence: Pricing Strategy → Canvas October 3-4**

Task 4: Setting Up the Wholesale Marketplace & Store Manager (HIGH PRIORITY)

Access the Wholesale Marketplace in the Marketplace Tools in the Hub. See your teacher for help with this task on how to access and use the marketplace. Using your company product list set up all product categories and products that fall under those categories in the wholesale Marketplace. Once those have been set up. Create an order for up to \$10,000 for the starting inventory to be used for startup costs of the company (see CFO for Business loan) for starting inventory (need as soon as possible). Once the order is complete, download the order invoice and print it and take it to the accounting department for payment. Upload that same order invoice to Canvas as evidence of completion.

Inventory Control Associate

10pts **Evidence: Wholesale Marketplace Order Invoice PDF → Canvas October 3-4**

Task 5: Company Order Form

Using InDesign, create a customer order form that can be used to write up orders from live sales. See past examples and make any needed or changes to your design. Add a POS (Point of Sale) section for the new debit card option that all students will have this year that includes account and access code. When complete, submit the form to the teacher for proofing and so that it can be sent out for printing on NCR paper (duplicate forms). Create a half-page form and a full page form (for larger orders). If this can be completed by November 1st, these can be ready for your first company event on November 11th.

Employee who is responsible

5pts **Evidence: Order Form 1/2 page submit as InDesign File → Canvas October 3-4**

Employee who is responsible

5pts **Evidence: Order Form full page submit as InDesign File → Canvas October 3-4**

Task 6: Sales Order Training & Work Schedule:

In November, all employees will be required to sell at the Fountain Valley Exhibition. Work with the Chief Officers to place each employee into equal work shifts. Get the schedule for the event and divide the time into 5 shifts and place people into those shifts. Balance the employees with outgoing employees. How people do in this sales exhibition will be used to set up permanent sales teams for the year. In addition, all employees will need to be trained how to process a sales and fill out the order form. Develop a training presentation to teach them how to complete a customer order. You will be training employees using this presentation before we attend Fountain Valley next month.

Vice President of Sales

5pts **Evidence: Sales Shifts for Fountain Valley → Canvas October 3-4**

Sales Training Associate & VP

10pts **Evidence: Sales Order Training Presentation → Canvas October 3-4**