

Sales Department

Bimonthly Tasks for January Weeks 3-4

60 pts each department leaders need to show evidence of completion on or before January 31st. 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. Some time outside of the office might be required to complete the following tasks and some tasks have noted deadlines that are due for submissions on January 24th. Work points will be awarded during this task period for your employees.

Department Meeting:

Meet as a department and read aloud and discuss all tasks for the next 2 weeks. Fill in the task sheet with names and who is responsible for each task and turn in a copy of this task sheet to the teacher and chief officers as soon as possible. You will be uploading the tasks for verification to both the company Google drive in the January 3-4 Folder and Canvas.

Task 1: Trade Show and Department Reports:

Responsible: Vice President of Sales

As a follow-up of the Bakersfield Trade Show, you will be meeting as a leadership team to discuss the company's performance at the state conference. Complete the **Department Report** found in the **Task Matrix** under communications. Based on your discussion in your leadership meeting, complete the top section and hold a meeting with your department and discuss the lower sections of the report. Upload a copy of the department report to Canvas for the teacher to review.

____ **10 pts Evidence:** Completed Department Report → Canvas & Drive January 3-4

Task 2: Sales Log and Product Inventory:

Employee Responsible: _____

Upon returning from the trade show your department will be very busy. First gather all the order forms and POS sales and record them in a Sales Log that you used following San Diego. Record all the information from each order form in the log. Secondly, record all products the company sold in Bakersfield. Create a Wholesale Market order that will cover all the products ordered. Print the order and carry it to the accounting department for payment. Upload a copy of the Sales log, Products sold and Marketplace order to Canvas for the teacher to review.

____ **10pts Evidence 2.1: Sales Log** → Canvas & Drive January 3-4

____ **5pts Evidence 2.2: Products Sold List** → Canvas & Drive January 3-4

____ **5pts Evidence 2.3: Marketplace order** → Canvas & Drive January 3-4

Task 3: Sales Tax, Shipping and Commission:

Employee Responsible: _____

Using the POS system, calculate sales made by employees add up all the Sales tax and shipping collected and send that information to accounting for the month end expense report. Develop a Commission report and carry that to the payroll officer to be added to employee paychecks. Upload a copy of the sales tax, shipping and commission reports to Canvas for the teacher to review.

____ **5pts Evidence 3.1: Sales Tax and Shipping Totals** → Canvas & Drive January 3-4

____ **5pts Evidence 3.2: Sales Commission for each Salesperson** → Canvas & Drive January 3-4

Task 4: Trade Show Sales Report:

Employee Responsible: _____

Calculate the final total sales for the trade show. Using all the information gathered in the above reports, complete the Trade Show sales report found in the Task Matrix. Upload a copy of the trade show report to Canvas for the teacher to review.

____ **10pts Evidence: Trade Show Sales Report** → Canvas & Drive January 3-4

Task 5: Thank You & Product Delivery:

Employee Responsible: _____

Assign a dedicated person to complete this task as it will be repeated over the next few months. After people have purchased from our company we need to send them the product that they purchased. Using the company email account and the sales log, send thank you (developed back in December) email responses to the customer that purchased from the company and include a picture of the products they purchased. You will need to gather product pictures and the email address of all the customers and send emails to all the customers in the log. This includes online sales and will be the responsibility of the sales department from this point forward. The teacher will review sent mail in the company Google account to verify that these have been sent.

____ **20pts Evidence: Thank you emails** → Teacher observation in company gmail