

# Sales Department

## Bimonthly Tasks for December Finals

60 pts each department leader needs to turn this sheet in on or before the final. Tasks completed early can be turned in and verified at any time. All work turned in late will be half credit. 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, all employees will be getting weekly work points. Leaders will award 0-2pts work points each day or 10 per week. An email will be sent out to complete this task. Leaders Failing to complete this will award you no points for that period. Turn in a completed copy of this sheet to your Chief Officers and your teacher for final grading.

### Task 1: Trade Show Preparation

Meet with the Chief Officers and VP of Communications to establish the sales teams and work shifts for the San Diego Trade Show. Recruit 5 really go sales people to be team leaders, Invite each team leads to name and draft their sales team. Team lead is in charge of their team of 4-5 employees. These teams grade bonus will be based on sales they make at trade shows. Create a work schedule for the teams. Shifts should be 30 min - 45 min. Also, determine who will be leaving on the early bus (6:00 am) this needs to be about 1/2 the company and should include leaders, booth set up team, elevator pitch competitor and late bus (8:00 am) will remain people.

**5pts Evidence: Sales team names, lists and work schedule → Canvas Final Tasks**

### Task 2. Update POS system:

Update the POS system to reflect the current product catalog offerings and make sure you have model numbers, prices, and descriptions correct in the POS system that match the catalog. You will use the POS system at the San Diego Trade Show. Have the senior VP of sales check you system and verify that it matches the product catalog.

**5pts Evidence: All Products match company catalog Senior VP of Sales Verified: initials \_\_\_\_\_**

### Task 3. Trade Show Follow-up Letter and Company Invoice:

Develop a follow-up company invoice and invoice letter that your team will use to send to people that purchased from the company at the trade shows. The letter should follow a formal business block letter style (search it on the internet you are unsure). The letter should be thanking the customer for their business at the trade show and how important their business is to the company. It should direct them to open the attached invoice and tell them what you want them to do (pay your company in the next 7-10 days). Find or make a company invoice that will be used to send to customers who have purchased from the company. Have your teacher check this and sign below. Once approved, upload the invoice to the company Google drive.

**10pts Evidence: Invoice checked and approved Teacher verification Initials \_\_\_\_\_**

**10pts Evidence: Letter checked and approved Teacher verification Initials \_\_\_\_\_**

### Task 4: Trade Show Processing

Upon returning from the trade show your department will be very busy. (1) Gather all the order forms and POS orders record them in a Sales Log found on the Task Matrix. Upload the log to the company Google drive and share it with the sales team and have everyone work entering the order forms. Record all the information from each order form in the log (2) Make a list of all products the company sells and record the total number of each product sold. (3) add up all the Sales tax and shipping collected (4) Add up all final total amounts to get the total sales for the trade show. Using all the information gathered, complete the Trade Show sales report found in the Task Matrix

**10pts Evidence: Sales Log → Canvas Final Tasks**

**2.5pts Evidence: Products Sold List → Canvas Final Tasks**

**2.5pts Evidence: Sales Tax and Shipping Totals → Canvas Final Tasks**

**5pts Evidence: Total Sales → Canvas Final Tasks**

**10pts Evidence: Trade Show Sales Report → Canvas Final Tasks**