

## Bimonthly Tasks for October Weeks 3-4

60 pts each department leader needs to turn this sheet in on or before November 2nd. 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 with 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

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: Business Contract → Canvas October 3-4**

\_\_\_\_\_  
Vice President

5pts **Evidence: Payment Request Form Sent → Funds Received in Company bank**

#### Task 3: Fountain Valley Sales and Report

Gather the order forms from the Fountain Valley Trade show. Check all order forms for correct math. Download the Invoice Log from the Task Matrix and record each order form in this log. Ask the Bank Manager to download the company bank statement and send it to you. Review the statement to see if any customers have paid their order in the bank and record their entry with the amount and date paid. Once this is complete, download the Trade Show Report from the Task Matrix and complete the report for this one-day event.

\_\_\_\_\_  
Employee who is responsible

5pts **Evidence: Completed Invoice Log → Canvas October 3-4**

\_\_\_\_\_  
Employee who is responsible

10pts **Evidence: Completed Trade Show Report → Canvas October 3-4**

#### Task 4: Setting Up the Wholesale Marketplace

Access the Wholesale Marketplace in the VEI Portal. See your teacher with 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 the starting amounts of each product that was approved for the startup costs of the company (see CFO) for starting inventory. 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. When complete and submit the form to the teacher 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)

\_\_\_\_\_  
Employee who is responsible

10pts **Evidence: Order Form InDesign File → Canvas October 3-4**

#### Task 6: Point of Sale Training - The Sales Pitch

In November, all employees will be required to write and present their sales pitch in front of all staff. You will be training employees about how to do a sales pitch. Develop a Google slides presentation to train the company staff. In the first part of the presentation teach everyone about what products we offer for sale and what features they have. In the second part of the presentation, train the staff how to pitch your products to customers to generate sales. In the training you should demonstrate or role-play for the group, what a good pitch and a bad pitch would look like and the key features and strategies they should use when trying to make the sale Your team can act this out or you can get video resources from the internet to illustrate this. In addition, use the Elevator pitch guide found in the VEI task Matrix to lead them through the process of writing a 30-60 pitch.

\_\_\_\_\_  
Sales Training Associate & VP

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