Bimonthly Tasks for February: Weeks 3-4 Company_____________

60 pts each department leaders need to show evidence of completion on or before March 8th. 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 competition before the 8th of March

Sales Department **Team Points____/60**

Department Meeting and Work Points: 20 pts total

Meet as a department and decide who will do which tasks for the next 2 weeks. Fill in task sheet with names and who is responsible for each task. It can be multiple people and turn a copy into your chief officer and the teacher. In addition, each Friday/Monday the officers will be awarding work points for each department leader (each day 0-2 pts or 10 per week) for the next 3 weeks. Officers failing to complete this will get no work points awarded. HR will be sending out the form to do this and a reminder at the end of the week.

Task 1: Los Angeles Sales Log & Invoicing:

Use the updated Sale Log found in the Task Matrix to record all sales from the trade show. Complete the invoicing of customers from the Los Angeles trade show and turn in Sales log. It is recommended that all team members work on this task to make sure it is completed by the end of the month. Each member should upload their finished log to the Google drive and then have one team member combine all the logs into one. Delete the individual logs and submit the combine Sales log.

_______________ 15pts **Evidence 1.1: Sales Log for Los Angeles ⇢ Canvas Feb 3-4**
Employee responsible for this task

_______________ 15pts **Evidence 1.2: Customer Invoices Sent ⇢ Canvas Feb 3-4**
Employee responsible for this task

Task 2: Trade Show Sales Report:

After each trade show the sales department will create a trade show sales report (template found in Task Matrix-Sales) In the report you will gather information of all sales that occurred during the trade show and complete the report information. You will print color copies to share with your leadership team and the next meeting. In addition, you will need to get a copy to the accounting department so that they record, commissions, sales tax and shipping collected

_______________ 5pts **Evidence: Los Angeles Sales Report ⇢ Canvas Feb 3-4**
Employee responsible for this task

Task 3. Sales Department Quarterly Report & State of the Company presentation:

Working with the Chief Executive Officer, complete the Sales sections of the company quarterly report. Download the Quarterly Report found in the Task matrix under Chief Officers and gather the information for the for the report from your Sales team and monthly sales reports. In addition, you will be participating in the Board of Directors meeting on February 27, you will be developing an action plan for the company and your department. Leadership will share the creation of the presentation and you will be presenting the accounting department section of the presentation and giving mid-year information concerning profit & loss, collections and financial health of the company. The State of the Company presentation will occur on March 7th.

_______________ 5pts **Evidence 3.1: Sales Section Quarterly report ⇢ Canvas Feb 3-4**
Vice President of Sales

_______________ 5pts **Evidence 3.2: State of the Company Presentation ⇢ Teacher Observation**
Vice President of Sales

Task 4. March Promotion:

Meet with Marketing and Digital Media to create a special March promotion. The new promotion should have a promo code and new product number. Have digital media set-up the promotion on the company website, and the sales department to set the promo codes up in the store manager and determine the wholesale cost of the new promotion. Add a Promotion category to the Wholesale marketplace and add the new March promotion to the marketplace purchase options.

_______________ 5pts **Evidence: March Promotion ⇢ Canvas Feb 3-4**
Vice President of Sales

Task 5. Update Inventory:

After each trade show, the inventory associate should calculate the total number of products that sold at the event by recording what was ordered by customers on the order forms. At the end of the report you will need to calculate how many of each product were sold and how many have been paid for from the POS system and credit cards, how many need to be purchased from the manufacturer (paid for only) and place an order in the Wholesale marketplace to refill our inventory follow the trade show. Print the Wholesale marketplace order and take it to accounting for payment.

_______________ **5pts** **Evidence 5.1: Updated Inventory Control Report ⇢ Canvas Feb 3-4**
Inventory Associate

_______________**5pts** **Evidence 5.2: Wholesale Marketplace Order ⇢ Canvas Feb 3-4**
Inventory Associate