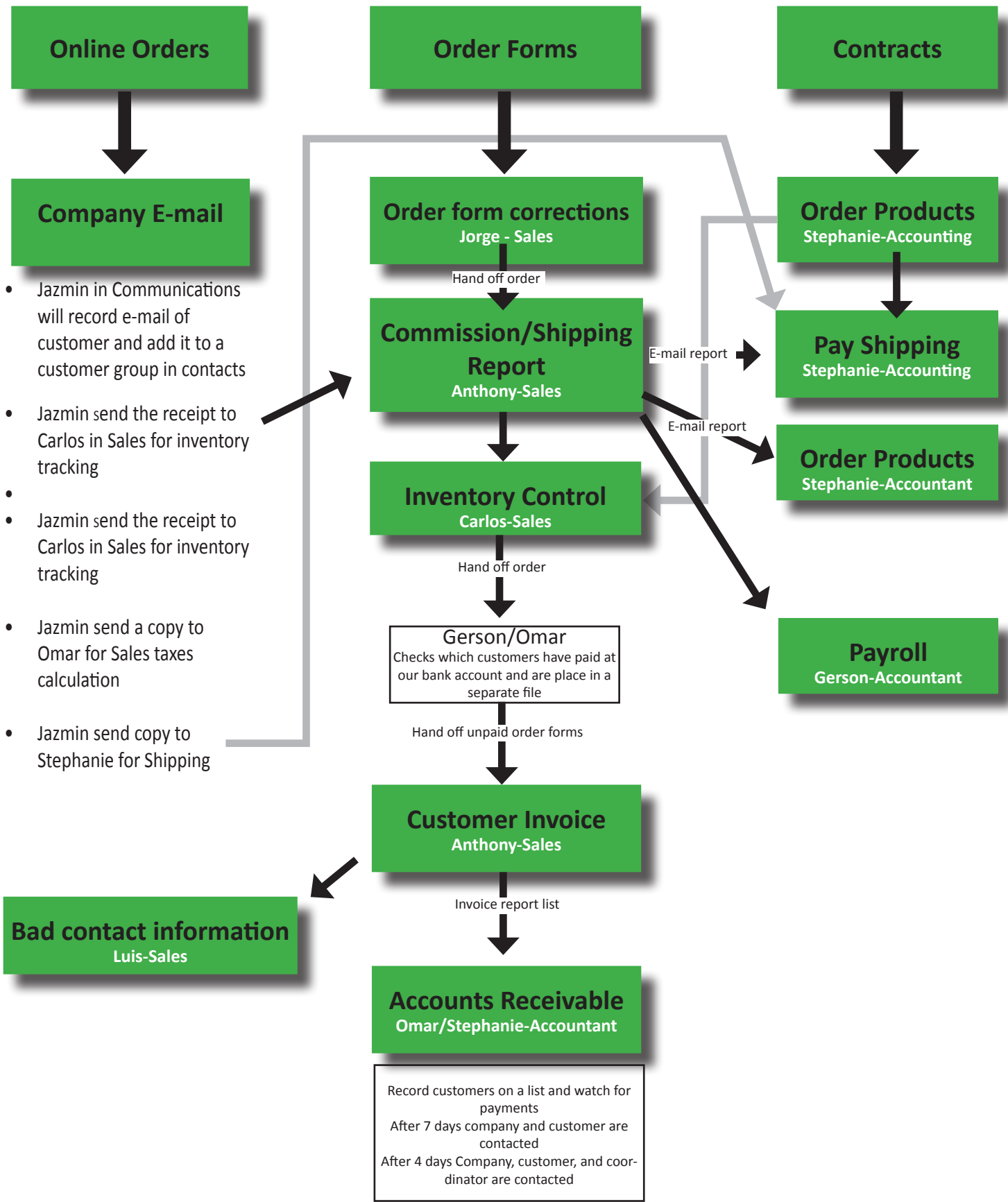




# Signum Flow Chart



- Jazmin in Communications will record e-mail of customer and add it to a customer group in contacts
- Jazmin send the receipt to Carlos in Sales for inventory tracking
- Jazmin send the receipt to Carlos in Sales for inventory tracking
- Jazmin send a copy to Omar for Sales taxes calculation
- Jazmin send copy to Stephanie for Shipping

Record customers on a list and watch for payments  
 After 7 days company and customer are contacted  
 After 4 days Company, customer, and coordinator are contacted