

Sorting and Packing Your Order

1. Check the products you receive from your Distributor against the Distributor invoice. If any discrepancy is found, contact the Distributor immediately.
2. Using your Customer Order/Receipts, break up your goods into batches, one for each Customer.
3. Place into plastic Delivery Bags and staple the Customer Order/Receipts onto the appropriate bags.
4. If you have any items left over or missing after you have packed all the orders, re-check the contents of each bag against its Customer Order/Receipt.
5. Cross any Out of Stock items off the Customer Order/Receipt and add up the new total of the form.
6. Write a new Customer Order/Receipt for the temporarily out-of-stock items and file it. When the item becomes available, simply deliver the item using the new Customer Order/Receipt.
7. Place into the delivery bag, along with recruitment flyers, second offer catalogues and any other materials.
8. Make a list of the deliveries that you are going to do, in the order that you will do them.
9. Pack your car in the order that you will do the deliveries.