



Customer to Representative final check list:

1)	Completed New Act Form			
2)	Payment terms discussed	C.O.D.		7 Days <input type="checkbox"/> Other: <input type="checkbox"/>
3)	Payment method discussed	Cash		Check <input type="checkbox"/>
4)	Delivery of Payment discussed			
5)	Return policy discussed			
6)	Delivery days determined			
7)	Expectations of driver discussed			
8)	Delivery times discussed			
9)	Knows how to place order			
10)	Knows with whom to place order			
11)	Knows day & time to place order			
12)	Explained add/order cut off time			
13)	Customer has Reps Cell #			
14)	Customer has customer service #			
15)	Back up phone # for order			
16)	Back up phone # for delivery			
17)	Back up plan for missed delivery			
18)	Back up plan for missed order			
19)	Customer initialed check list.			

Date:	
Rep. Signature	
Customer Signature:	