

REP. NEEDS FORM

Name: _____

Turn in by 4th Monday to receive at 4th Friday Sales Meeting.

- Account Info Change Sheet
- Add Purchase History form
- Blank Receipts
- Chair Info Sheet / Checklist
- Communication checklist
- Cover Sheet for Chair order sheet processing
- Credit Memo
- Directions form
- Equipment form
- Expense Report form
- Golden Apple Nomination form
- Home Inventory sheet
- LINK Receipt Voucher Illinois
- LINK Processing Slip Iowa
- Order Sheet Distribution Worksheet
- Order Sheet Schedule (3 part)
- Paperwork Tracking Log sheet
- Product Refund form (VIP)
- Rep Needs Form
- Request for Schedule Change form
- Sale Substitute form
- Special Request Form for CML & Exception Reports / Labels
- Vehicle Waiver form
- Volunteer Sign-Up sheet

LABELS:

- Central IL
- Wood Dale - Attn: CS
To put on the "soft priority" envelopes for your Chairs to mail their order sheets.
- National City Bank (for postage paid envelopes for deposits)
- Postage Paid Priority Mail*
*ONLY for deposits that MUST be mailed! District office approval is required.
- Yours

SAMPLING SUPPLIES:

- Soufflé Cups
- Drink Cups
- Cupcake liners
- Toothpicks
- Gloves
 - Small Med Large
- Spoons
- Napkins

OTHER:

ENVELOPES:

- Plain white letter-size (#10)
- Market Day letter-size
- Market Day - white 10x13
- Priority - soft
- Priority - cardboard
- Inner-Office (manilla)