



Clubs, Aces, APEX
Domestic Dist.

Orders processed
within 1 day

Central Mail Sort




Central Mail Sort




Clubs, Aces, APEX
Domestic Dist.

Orders processed
within 1 day


Central Mail Sort




Sales Mail Sort




Initiate Order




Check Part Numbers




Assign Delivery Date




Verify Order



Sales Mail Sort





Central Mail Sort





Clubs, Aces, APEX
Domestic Dist.


Orders processed
within 1 day


Central Mail Sort
Joe

Sosrt orders to Dept /
5s
Place in Out Box /
5s


Sales Mail Sort
Debbie

Sort by Customer /
5s
Date Stamp /
2s
Place in Folders for CSR /
10s


Initiate Order
CSRI – Susan / Cathi

Initiate Order /
45s per line

Check Part Numbers
CSRII – John / Jane

Check Part # /
10s per line
Attach Revisions /
10s per line
Assign Part # /
15s per line
Est. Price /
60s per line

Assign Delivery Date
CSRI – Susan / Cathi

Assign Delivery Date /
30s per line
File Hard Copy /
90s

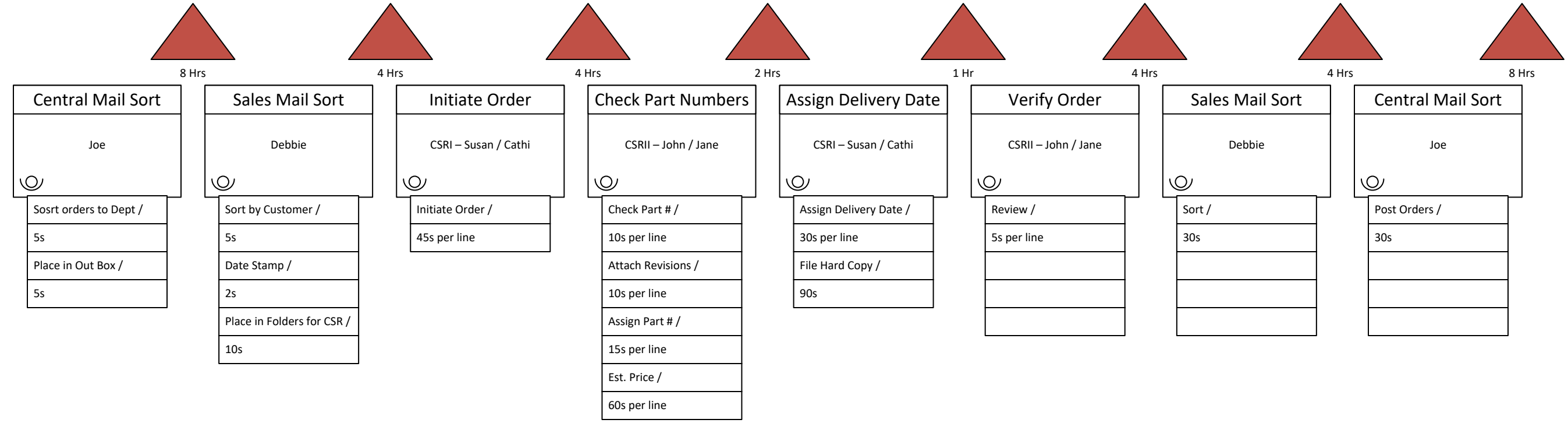
Verify Order
CSRII – John / Jane

Review /
5s per line

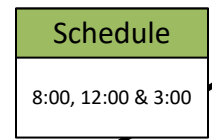
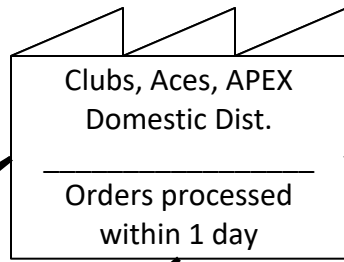
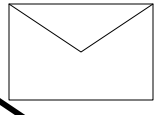
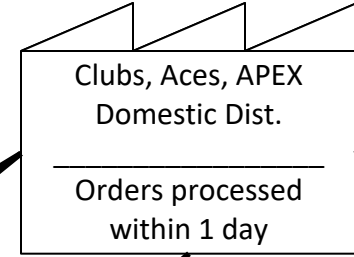
Sales Mail Sort
Debbie

Sort /
30s

Central Mail Sort
Joe

Post Orders /
30s

Clubs, Aces, APEX
Domestic Dist.

Orders processed
within 1 day





Mail Orders

Faxed Orders

Phone Orders
(Expedited)

Order Acknowledgements

8 Hrs

4 Hrs

4 Hrs

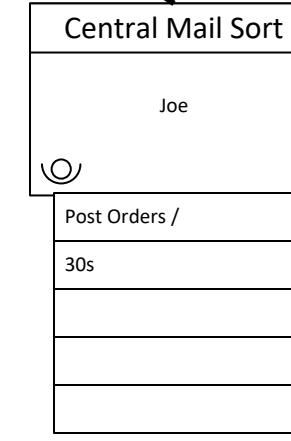
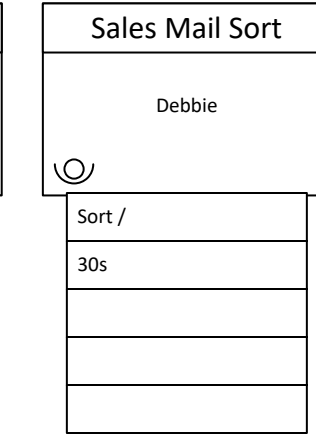
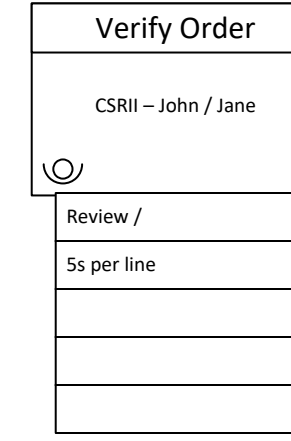
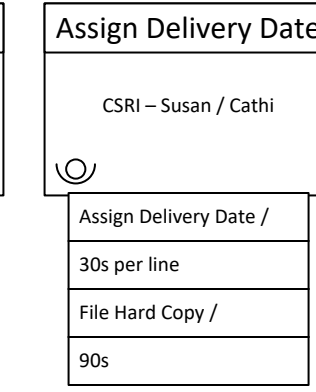
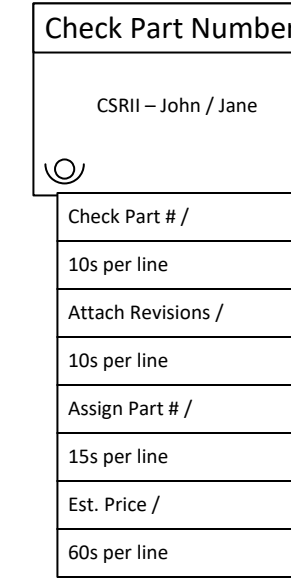
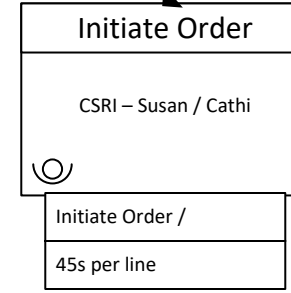
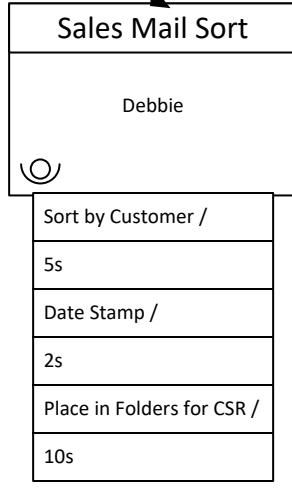
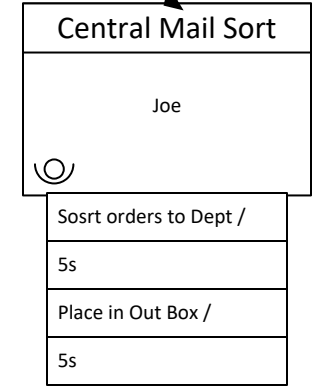
2 Hrs

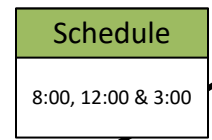
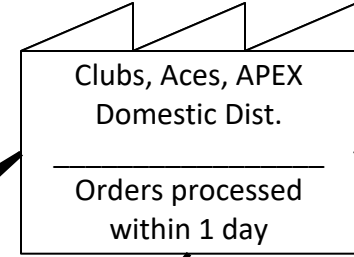
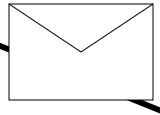
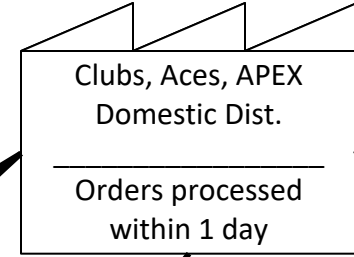
1 Hr

4 Hrs

4 Hrs

8 Hrs



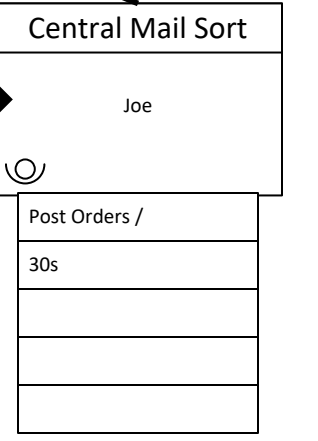
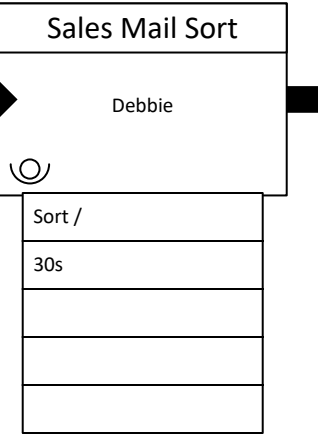
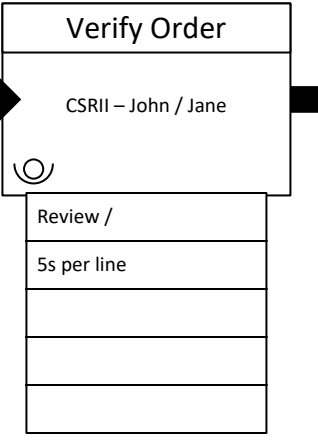
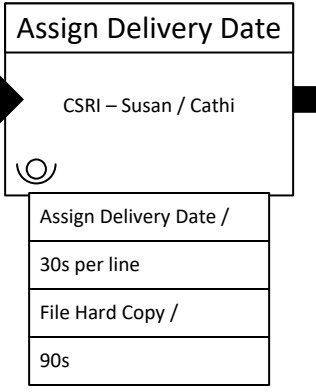
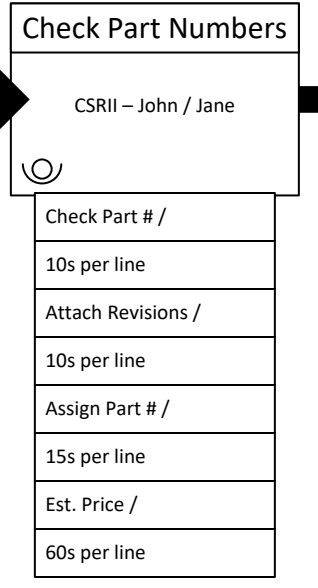
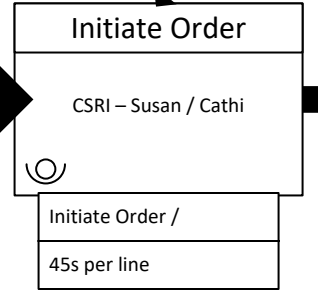
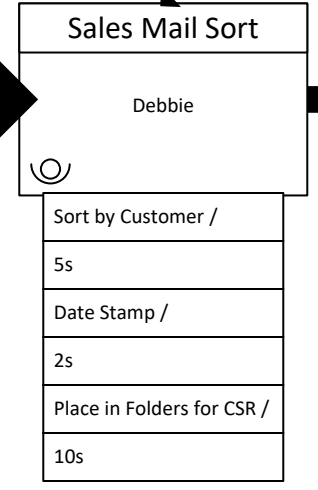
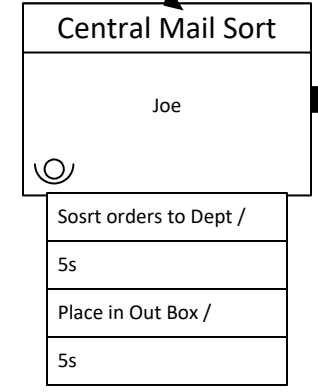
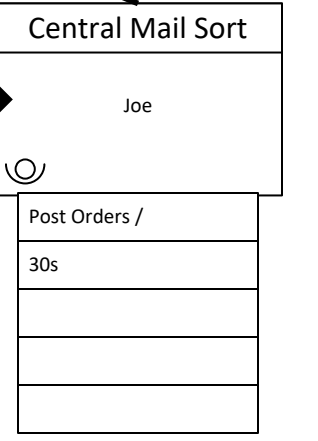
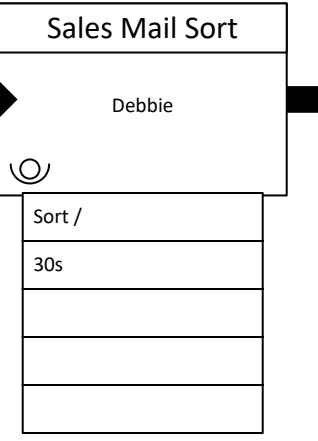
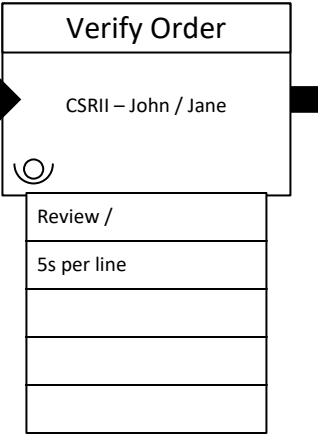
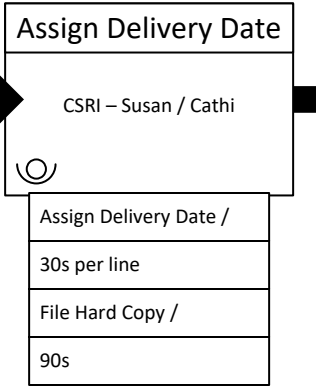
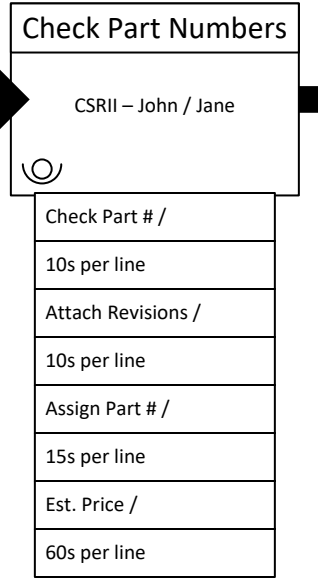
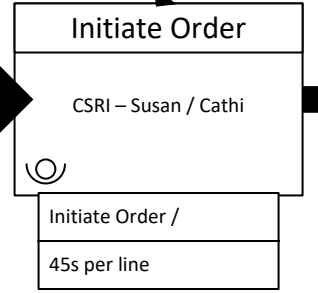
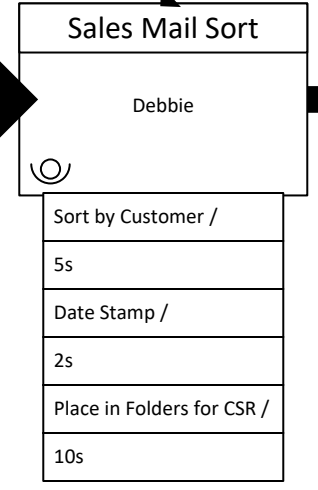
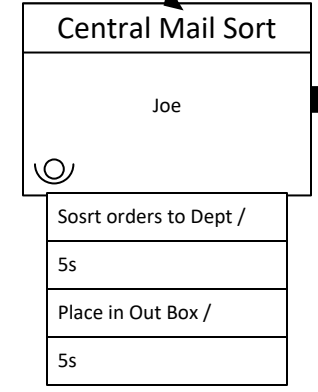
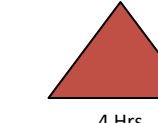
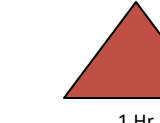
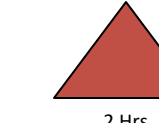


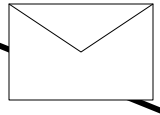
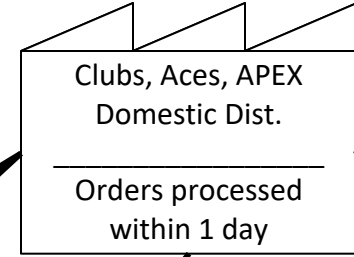
Mail Orders

Faxed Orders

Phone Orders
(Expedited)

Order Acknowledgements





Schedule
8:00, 12:00 & 3:00

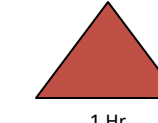
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5s

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Debbie

Sort by Customer /
5s
Date Stamp /
2s
Place in Folders for CSR /
10s

Initiate Order
CSRI – Susan / Cathi

Initiate Order /
45s per line
X Returned Work /
4m
X Expedite Order /
10m

Check Part Numbers
CSRII – John / Jane

Check Part # /
10s per line
Attach Revisions /
10s per line
Assign Part # /
15s per line
Est. Price /
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Review /
5s per line

Sales Mail Sort
Debbie

Sort /
30s

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Post Orders /
30s

