You are responsible for delivering the completed sign design to the businesses, greeting and assisting customers, and updating the POS computer. The graphics shop only accepts checks for payment. Remember to always be friendly and courteous to customers.

1. Remain in your business until after the Pledge of Allegiance to help with business start-up. Your business needs everyone’s help before it opens.

2. Attend any meetings called by the CEO.

3. Start Up supplies and a Start Up Supplies Inventory Sheet will be delivered to your business.

4. Match the merchandise in the bin with the items listed on the Start Up Supplies Inventory Sheet. If merchandise is missing notify the Distribution & Delivery Center.

5. During the Start-up Time, you may assist the Designers in producing signs, if needed.

6. Using the Merchandise Catalogue, meet with CEO and determine any additional merchandise the Graphics Shop will purchase from the Distribution & Delivery Center.

7. The CEO will enter the supply Re-Order on their iPad using the instructions in the catalogue. The CFO will receive an e-bill from Distribution & Delivery for the reorder.

8. Follow the POS Setup and Sales Instructions to setup the POS computer.

9. As the designers finish the signs, Deliver the signs to the businesses.

   1. Hang the sign on the 2 hooks on the wall in front of the business.

   2. If the “For Rent” sign is still hanging on the hooks, put the sign design on the floor under the “For Rent” sign. When the Leasing Agent removes the “For Rent” sign they will hang the sign for you.

   3. As you deliver each sign, check it off on the Sales Manager’s Checklist.

   4. Return to Graphics and e-bill the business from the POS computer.
      a. Click “Billing” tab on the left side of the screen.
      b. Click “Create New Bill” button on the lower right corner of the screen.
      c. Select the Business Name from the drop down box
      d. Select the Reason from the drop down box.
      e. Enter $5.00 in the Amount box.
      f. Select a message from the drop down box.
      g. Click “Next” then “Send e-bill” then “OK”
10. Work with the CEO and other Sales Manager(s) to set prices for the merchandise that will be sold in the Graphics Shop today.

11. No product is sold for less than $2.00.

12. Set up your sales area. Display products attractively and be sure prices are clearly marked with price tag.

13. Assist customers as they come in to purchase items.

14. Stay with your customers until they purchase their item(s) or leave the store. Show them where they can locate the items for sale, answer any questions.

15. Complete an Order Form for photos ordered.

16. Follow the **POS SETUP AND SALES INSTRUCTIONS**, to enter sales into the computer.

17. Accept personal checks as payment for merchandise from customers. Be sure to give all checks to the CFO to deposit.

18. Be courteous to all customers and maintain merchandise to assure attractive displays for customers.

19. The CEO or other Sales Managers will substitute for you when you are on break.

20. Assist with business clean-up at the end of the day.