

DISTRIBUTION OF REPORTS LOG

bad checks-information/make good forms	Rich
bank receipts for cashouts	Bill
“bill through office” logs and credit forms	Bonnie
bills/invoices/packing lists.....	Bonnie
bridal show sales	Nancy
bridal show supply sheets	Nancy/Rich
business cards	Melissa
cash deposit logs.....	Joe T.
cashout reports.....	Bill
commission questions.....	Joe T./Bill
credit card machines	Bill
customer refund reports	Melissa
customer service follow-up.....	Rich
direct deposit	Bill
employee handbook agreement.....	Bill
framed certificate requests.....	Melissa
groom cancellation followup.....	Nancy
group event organizers.....	Melissa
honeymoon giveaway.....	Nancy
late returns	Rich
lead names from bridal shows	Nancy
lead names to WinTux	Bill
letters and memos to be typed.....	Melissa/Nancy
light bulbs	Joe T.
managers weekly checklists.....	Joe T.
mileage reimbursement.....	Bonnie
monthly retail inventory logs/backstock requests	Rich
new employee information sheets.....	Bill
non-TJ websites	Melissa
open balances	Rich
payroll budget worksheet	Joe T.
prom ads, no charge requests	Melissa
prom progress reports.....	Nancy
request review	Melissa/Joe T.
retail transfer forms	Rich
school graduations	Nancy
special orders for retail.....	Rich
status change requests	Bill
supplies-office, special orders and requests	Sales Managers
supplies-production/warehouse.....	Sales Managers
termination sheets	Bill
thank you notes to be mailed	Nancy
truck delivery questions.....	Rich/Randy
try-ons	Melissa/Joe T.
wedding quality control checklist.....	Sales Managers
website questions.....	Melissa
wintux questions.....	Sales Managers/Bill