

SALES AGENT DELIVERABLES CHECK SHEET



SELLING PERIOD AGENT DELIVERABLES

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| <input type="checkbox"/> -30 DAYS BEFORE SELLING PERIOD OPENS | NEW TARGET ACCOUNTS ADDED TO ORDER CENTRAL - RELATIONSHIPS |
| <input type="checkbox"/> -10 DAYS BEFORE SELLING PERIOD OPENS | EXISTING ACCOUNTS REVIEWED AND STATUS UPDATED IN ORDER CENTRAL - RELATIONSHIPS |
| <input type="checkbox"/> -10 DAYS BEFORE SELLING PERIOD OPENS | BUDGET FOR EXISTING ACCOUNTS ADDED TO ORDER CENTRAL - RELATIONSHIPS |
| <input type="checkbox"/> - 5 DAYS BEFORE SELLING PERIOD OPENS | ACCOUNT MANAGER BRIEFING FROM PRODUCT TEAM |
| <input type="checkbox"/> +15 DAYS AFTER SELLING PERIOD OPENS | INITIAL PRODUCT REVIEW (PER STYLE) COMMENTS ADDED TO SELLING PERIOD - PRODUCTS |
| <input type="checkbox"/> + 5 DAYS AFTER SELLING PERIOD CLOSES | FINAL PRODUCT REVIEW (PER STYLE) COMMENTS ADDED TO SELLING PERIOD - PRODUCTS |
| <input type="checkbox"/> + 5 DAYS AFTER SELLING PERIOD CLOSES | NEW TARGET AND EXISTING ACCOUNTS (BUDGET/ACTUAL) SELLING PERIOD WRAP-UP COMMENTS ADDED TO ORDER CENTRAL - RELATIONSHIPS |

NOTE: + # DAYS AND - # DAYS IDENTIFIES DELIVERABLES DEADLINE IN ORDER OF COMPLETION