

Office Jobs Priority List

The items in bold should be check constantly.

- **Telephones**
- **Sales Order Processing for Viamed, VST and Vandagraph**
 - **Ebay**
 - **Repairs**
 - **Proformas**
 - **Quotes**
- **Checking**
- **Taking orders round to goods out and picking up invoices and post**
- **Emails**
- **Post**
- **Faxes**
- **Web site questions**
- **Returning calls**
- **Active list**
- Issues
- Purchase order log
- Emailing invoices
- PDF Invoices
- Proforma chasing
- Quotes Chasing
- Mail shots
- Franking
- Depleted sensors
- Cleaning / bins
- Filing and archiving
- Required Reading / Training
- Office jobs list (unless urgent / date dependant)