<u>Office Jobs Priority List</u>

The items in bold should be check constantly.

- **Telephones**
- **Sales Order Processing for Viamed, VST and Vandagraph**
  - **Ebay and Amazon to include answering messages**
  - **Repairs**
  - **Proformas**
  - **Quotes**
- **Order checking**
- **Taking orders round to goods out and picking up invoices and post**
- **Emails**
- **Post**
- **Faxes**
- **Website questions**
- **Returning calls – must be done by end of working day**
- **Active list**
- Issues
- Purchase order log
- Emailing invoices
- PDF Invoices
- Proforma chasing – when auto-issue is received
- Quotes Chasing – when auto-issue is received
- Mail shots
- Franking – if not completed by 3pm, do it yourself
- Depleted sensors
- Cleaning / bins
- Filing and archiving
- Required Reading / Training (unless date/time specific)
- Office jobs list (unless urgent / date dependant)