

**OFFICE CHECKLIST**

Week Commencing:...../...../.....

			Mon	Tue	Wed	Thur	Fri
Cheques Entered	A.P. Cheques						
Payments U.K.	A.P. OPFIN2						
Payments Export	A.P. EXPAY						
Stock Book Entered	VOP/22/01.1						
Daily Print out of Invoices	VOP/03/01.1						
Repairs IN Entered	VOP/20/01.1						
Repairs OUT Entered	VOP/20/01.1						
Bank Statements	VOP/03/01.1						
Email	VOP/03/01.1						
Telephone Orders Completed	VOP/03/01.1						
Faxes Addressed & Actioned							
Goods in Entered	VOP/20/01.1						
P.O. Placed	VOP/05/01.1						
Filing							
Sickness							
Holidays							
Outstanding Orders							
Outstanding UK Customer Orders	VOP/04/01.1						
Outstanding Exp Customer Orders	VOP/04/01.1						
Outstanding Quotations UK	VOP/04/01.1						
Outstanding Quotations Export	VOP/04/01.1						
Outstanding Follow-ups							
Outstanding UK Repairs	VOP/09/01.1						
Outstanding Export Repairs	VOP/09/01.1						
Loan/SAM/WAR File Printout							
Outstanding PO's Printout							
Computer Backup							

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