



Office Jobs Priority List

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)**