

Sales Order Process

Break down your sales order process starting with production or contract for service. Use the space below to create a flow chart to describe each of the steps necessary in this process.

- What actions must be taken? List them in order.
- What is the timing necessary to complete these actions? Develop a typical schedule of events.
- From your time estimate, determine whether you can complete the work yourself or will need assistance. If you need assistance, describe the form that will take. Can you train others in advance for peak times?
- How will you track the order for product or contract for service from start to finish? What paperwork (contracts, invoices, etc.) will you use at each and every stage?