

Preparing the Weekly Production Envelope

Your Production . . . must be turned in each week by 12:00 noon on Wednesday to be eligible for incentive rewards at the Reward Sessions on Thursdays.

1. Please print legibly.
2. Don't forget:
 - Your Name
 - Team Name
 - Social Security number
 - Week Number
3. Use a separate line on the Production Envelope for each sale. Put the amount for each item in the applicable column.
 - Note: The method of payment does not determine which column the dollar amount is placed, the item does.
4. Total each line across. The total must equal the amount of the check or contract.
5. After entering all sales on the envelope, total each column.
6. Place all original paperwork in the envelope. To ensure that you receive credit for all sales, check to make sure:
 - All forms have complete information and are signed by a company official
 - Your name and team name are on all forms
 - Method of payment is attached
7. Production envelopes are turned in to the Chamber every Wednesday by 12 noon. Trades must be faxed to the Chamber by 10 a.m. on Tuesday for approval. Signed originals must be enclosed in production envelope.