

CLOSING PROCEDURE CHECKLIST FOR MILITARY MANAGER

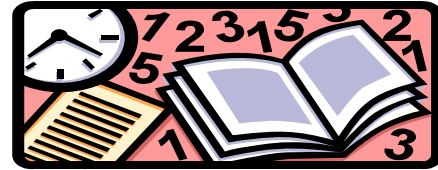
(Guide Books, Residential Directories, Military Telephone Directories and Maps)

2 weeks to Closing

- ☐ ___ Give final deadline to all advertisers w/ outstanding ad copy
- ☐ ___ Fix all contract errors
- ☐ ___ All I.O.'s in house to S.D.
- ☐ ___ Weekly Conference Call to resolve issues
- ☐ ___ **Check on cash % for bonus**

1 week after Close

- ☐ ___ Collect all lingering ad copy



Closing Week

- ☐ ___ Finish all outstanding sales and get all ad copy
- ☐ ___ Weekly Conference Call to resolve issues

Friday of Closing Week

- ☐ ___ Fax **all contracts sold** this week to 858-530-3375, nothing will be accepted after Friday
- ☐ ___ Mail **Original Contracts** put in overnight FED EX ad copy *For next business day arrival*
- ☐ ___ Mail **Dummy**, must be filled out completely, otherwise advertisers can be left out of the publication
Need: Contract Number, Advertiser Name, Ad Size and Orientation
- ☐ ___ Mail **Field Sales Close** report (necessary for **YOUR** Bonus)

2 weeks after Close

- ☐ ___ All contracts without reasonable ad copy can become a *HOUSE* account **14** days after sales close (*you lose the commission \$\$*)
- ☐ ___ All contracts with outstanding issues are subject to cancellation



Please take the time to go through this, proper closing procedures help ensure a timely project close which is necessary for YOUR bonus