

Files on Your CDs for How to Open a Mail & Parcel Center

How to Open a Mail & Parcel Center:

Business Plan.xls
Checklist.xls (store opening checklist)
Competitors.xls
Financial Statements.xls
Invoiceback.xls (disclaimer info)
Price Book Example.xls

Operations Manual:

Applicant Reference.doc
AR Form.doc
AR Welcome Ltr.doc
AR Collection Letter
Bad Check Letter.doc
Bank Deposit Log.doc
Bonus Program (see Store Error Report)
Closing Checklist.doc
COD Form.doc
Commissions Program.doc
Credit Application Ltr.doc
Credit Request.doc
Deposit Form.jpg
Employee Forms Info.doc
Employee Commendation.doc
Employee Welcome Ltr.doc
Employment Application.xls.
Hiring1.jpg (Hiring Sign)
Hiringft.jpg (Hiring Sign)
Hiringft2.jpg (Hiring Sign)
Hiringpt.jpg (Hiring Sign)
Hiringpt2.jpg (Hiring Sign)
Interview Questions.doc
Inventory.xls
Monthly Acctng.xls
Monthly Report.xls
Opening Checklist.doc
Paid Out Form.doc
Pickup Form.doc
Purchasing.xls
Quote Form.doc
Refund Form.doc
Rejection Ltr.doc
Returned Packaging Form.doc
Returned Package Ltr.doc

Returned Package Policy.doc
Review Employee.doc
Review Letter.doc
Schedule.xls
Store Error Report.doc
Time-Off Request.xls
Tracer Form.doc
Transfer Form.xls
Warning Form.doc