Signum Flow Chart



Company E-mail Jazmin in Communications

- Jazmin in Communications will record e-mail of customer and add it to a customer group in contacts
- Jazmin send the receipt to Carlos in Sales for inventory tracking
- Jazmin send the receipt to Carlos in Sales for inventory tracking
- Jazmin send a copy to Omar for Sales taxes calculation
- Jazmin send copy to Stephanie for Shipping

Order Forms Contracts Order form corrections Order Products Jorge - Sales **Stephanie-Accounting** Hand off order **Commission/Shipping Pay Shipping** E-mail report 🔳 Report Stephanie-Accounting **Anthony-Sales** E-mail report **Order Products** Stephanie-Accountant **Inventory Control** Carlos-Sales Hand off order Gerson/Omar **Payroll** Checks which customers have paid at our bank account and are place in a **Gerson-Accountant** separate file Hand off unpaid order forms **Customer Invoice Anthony-Sales** Invoice report list **Accounts Receivable Omar/Stephanie-Accountant**

Record customers on a list and watch for payments

After 7 days company and customer are contacted

After 4 days Company, customer, and coordinator are contacted

Bad contact information

Luis-Sales