Sales/Marketing (Company Catalog) Week 2

1. Get graphics, text, product descriptions
2. Research suppliers for prices
3. Determine markup and retail price – general pricing formula for retail items is approximately two times wholesale price
4. Check with accounting for markup results from Biz Stats for your particular type of industry.
5. Identify required components on order form
   1. Order number
   2. Customer name
   3. Customer address
   4. Customer VE company name
   5. Product Item name
   6. Product Item Number
   7. Price, etc

6. Send list of products to administration for approval