


# GROUP 3

Order Deadline is now on Sunday!

# #12, 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
10	11 <ul style="list-style-type: none"><li>• Deliver #12 Catalogs</li></ul>	12 <ul style="list-style-type: none"><li>• <b>FB post, Email and Text</b> - Contest announcement—if you do one</li><li>• <b>RSM FB Live—1 PM</b></li><li>• Deliver #12 Catalogs</li></ul>	13 <ul style="list-style-type: none"><li>• <b>Text</b>— catalog delivery follow up for mailed catalogs</li><li>• Deliver #12 Catalogs</li></ul>	14 <ul style="list-style-type: none"><li>• Deliver #12 Catalogs</li></ul>	15 <ul style="list-style-type: none"><li>• Deliver #12 Catalogs</li></ul>	16
17	18 <ul style="list-style-type: none"><li>• NET 10 money due</li></ul>	19	20	21 <ul style="list-style-type: none"><li>• <b>FB Post -</b></li><li>• <b>#1 Email</b></li><li>• Call customers for 15-30 min</li></ul>	22 <ul style="list-style-type: none"><li>• <b>FB Post-</b></li><li>• Call customers for 15-30 min</li></ul>	23 <ul style="list-style-type: none"><li>• <b>FB Post-</b></li></ul>
24	25 <ul style="list-style-type: none"><li>• <b>FB Post -</b></li><li>• <b>Text #1</b>— Don't miss out</li><li>• <b>Update email from office</b></li><li>• Call customers for 15-30 min</li></ul>	26 <ul style="list-style-type: none"><li>• <b>FB Post -</b></li><li>• Contact customers by text, email, &amp; phone before the weekend</li><li>• Call customers for 15-30 min</li></ul>	27 <ul style="list-style-type: none"><li>• <b>FB Post-</b></li></ul>	28  <b>Office and warehouse closed</b>	29 <ul style="list-style-type: none"><li>• <b>FB Post-</b></li><li>• <b>#2 Email</b></li><li>• Call customers for 15-30 min</li></ul> <b>Office and warehouse closed</b>	30 <ul style="list-style-type: none"><li>• <b>FB Post-</b></li></ul>
1—December <ul style="list-style-type: none"><li>• <b>Order Day!</b></li><li>• <b>FB Post-</b></li><li>• <b>Text #2-</b> Orders in by midnight!</li><li>• Finish calling all customers</li></ul>	2 <ul style="list-style-type: none"><li>• <b>FB Post</b>— Thank you for ordering / Announce contest winners—if you did one</li><li>• Apply for Reach App reimbursement on dashboard hotlink</li><li>• Address Update Deadline for #2, 2025 Catalog Mailings</li></ul>	3 <ul style="list-style-type: none"><li>• <b>Check Email / text for Delivery Schedule</b></li></ul>	4	5	6 <ul style="list-style-type: none"><li>• Order Payments Processed</li><li>• <b>Check Declined Orders after 5 pm!</b></li></ul>	7
8	9 <ul style="list-style-type: none"><li>• Commission available</li><li>• <b>Print Invoices</b></li><li>• Catalog #1 prices active</li><li>• Delivery- Group 3</li></ul>	10 <ul style="list-style-type: none"><li>• <b>RSM FB LIVE—1 PM</b></li><li>• Delivery- Group 3</li></ul>	11 <ul style="list-style-type: none"><li>• Delivery- Group 3</li></ul>	12 <ul style="list-style-type: none"><li>• Delivery- Group 3</li></ul>	13 <ul style="list-style-type: none"><li>• <b>Flex Friday with Josh—11 AM</b></li><li>• Contact Office with any delivery issues</li><li>• Delivery- Group 3</li></ul>	14