



# GROUP 2

Order Deadline is now on Sunday!

# #1, 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT.
22—December	23 <ul style="list-style-type: none"> <li>• Get catalogs to customers this week</li> </ul>	24	25  <b>Office and warehouse closed</b>	26 <b>Office and warehouse closed</b>	27	28
29	30 <ul style="list-style-type: none"> <li>• Do reminders this week by FB post, email, text, and/or phone call</li> </ul>	31	1—January  <b>Office and warehouse closed</b>	2	3	4
5 <ul style="list-style-type: none"> <li>• <b>Order Day!</b></li> <li>• Do final reminders</li> </ul>	6	7 <ul style="list-style-type: none"> <li>• Check Email / text for Delivery Schedule</li> </ul>	8	9	10 <ul style="list-style-type: none"> <li>• Order Payments Processed</li> <li>• Check Declined Orders after 5pm!</li> </ul>	11
12	13 <ul style="list-style-type: none"> <li>• Commission available</li> <li>• Print Invoices</li> <li>• Address Update Deadline for #3, 2025 Catalog Mailings</li> <li>• Order delivery week</li> </ul>	14 <ul style="list-style-type: none"> <li>• RSM FB LIVE—1 PM</li> </ul>	15	16	17 <ul style="list-style-type: none"> <li>• Contact Office with any order issues</li> </ul>	18
19	20 <ul style="list-style-type: none"> <li>• Catalog #2 prices active</li> <li>• Get catalogs to customers this week</li> </ul>	21	22	23	24 <ul style="list-style-type: none"> <li>• Flex Friday with Josh—11 AM</li> </ul>	25