

| SUNDAY                                                                                 | MONDAY                                                                                      | TUESDAY                                                            | WEDNESDAY | THURSDAY | FRIDAY                                                             | SATURDAY |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------|----------|--------------------------------------------------------------------|----------|
| 16 - August                                                                            | 17<br>Get catalogs to customers this week<br>Catalog #9 prices active at 10 am              | 18                                                                 | 19        | 20       | 21                                                                 | 22       |
| 23                                                                                     | 24<br>Net 10 money due<br>Do reminders this week by FB post, email, text, and/or phone call | 25                                                                 | 26        | 27       | 28                                                                 | 29       |
| 30<br>Do final reminders<br>Order extra catalogs for non-ordering customers, if needed | 31<br>Order Day!<br>8 AM Mountain Time<br>#10 Catalog Mailing deadline 8 AM MT              | 1 - September<br>Check email / text for Delivery Schedule          | 2         | 3        | 4<br>Order Payments Processed<br>Check Declined Orders after 5 pm! | 5        |
| 6                                                                                      | 7<br>Happy Labor Day<br>Office & warehouse are closed                                       | 8<br>Commission available<br>Print Invoices<br>Order delivery week | 9         | 10       | 11<br>Contact Office with any order issues                         | 12       |
| 13                                                                                     | 14<br>Get catalogs to customers this week<br>Catalog #10 prices active at 10 am             | 15                                                                 | 16        | 17       | 18                                                                 | 19       |