PROMOTIONAL PRODUCTS TRAINING PROGRESS FORM

EMPLOYEE

TASK	DATE COMPLETED	SUPERVISOR SIGNATURE	EMPLOYEE SIGNATURE		
*ENPOINTE Companies Quality Policy					
*Department Layout					
*Phone System					
*Faxing					
*Laser Printing					
*Email					
*Intranet					
*Review job Description					
*Demonstrate and explain areas of the job ticket					
*Use of ESP Online					
*Creating a Purchase Order in MIS System					
*Filling out a Job Ticket (158-1030)					
*Filling out a Promotional Products Purchasing Form (PROMO001)					
*Using the Approved Vendor List					
*Month End Inventory Counts					
*Request for Quote					
*Order Acceptance					
*Order Placement					
*Order Follow Up					
*Billing					
REVISED	REVISED SOP TRAINING				
	DATE	SUPERVISOR	EMPLOYEE		
S.O.P. CHANGED	COMPLETED	SIGNATURE	SIGNATURE		
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