







Operation/Task:	Billing			Equipment:	N/A
Owner:	Purchasing Manager	Date Created:	2/12/15	Department:	Premiums & Promotions
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the steps for verifying final pricing.

Step #	Alerts	Step Description - “What to Do”	“How to Do it”	“Why to Do it”
1		Director of Promotional Products receives the billing pack for accounting for review.	Verify final pricing by reviewing quantity, price charged and shipping charges.	To make sure additional charges or incorrect pricing has not been charged.
2		Close billing	Once the pricing is updated and ready to go the billing pack goes to the Customer Service Representative to be closed and brought to Accounting.	To check to make sure the correct price is billed to the Customer and done so in a timely manner.

Notes: If a quality concern is found follow Non-conforming Product SOP (NCP001).

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Rick Hamann	2/12/15
Rev 2	Added Revision History table	Rick Hamann	8/1/16
Rev 3	Updated to current SOP format; branding updates: font, company name; Manager review – no chnages	Rick Hamann	4/21

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Rev. Date 4/20