Delivery / Ship and Pick Up Protocol

1. Check the QC Report at the Top of the COMPLETED ORDERS BOARD (Formerly the Pick Up Board) to see if there is a QC Work Order that pertains to the job you are delivering/shipping or is being picked up
2. Pull the plastic
   a. Confirm how many work orders are involved in the order
   b. Check the terms; if it is COD confirm it is paid OR get payment OR ask the rep what is to be done. If it is NET 10, drop the plastic in the bookkeeping drawer
      i. If the Rep says to let it go without payment, indicate that on the invoice along with the date and time, initially, scan it to yourself, and upload to the DOCS TAB for the order, File Type "REP USE ONLY"
   c. If the balance on the invoice is zero, throw away the invoice
   d. ABSOLUTELY NO ORDERS LEAVE THE BUILDING WITHOUT FIRST FINDING THE INVOICE
3. Make sure you have all the boxes including all work order and potential QC Work Orders (Check and confirm the 1/? Etc)
4. Update Delivery/Shipping/Pick Up on Rebyl Op (If Mason or anyone else delivers an order they will send the Rep a task with the details)