

Protocols

December

- Create new Supplier On-Time Delivery Log

Last Day of Year

- Changes dates of Sherri's reports in QuickBooks
- Move boxes from office to storage
- Update measureables for year on website

First Day of Year

- Delete unused office supply items from QuickBooks
- Create shortcuts on desktop to new:
 - Supplier On-Time Delivery Log
 - Customer 8D Log

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