



Dorothy Vallens
Closed Quotes for July 1 - July 31

| | Date | Company or Customer | # of Pockets | New or Renewal | \$% over this month | Follow-up | Comments |
|-----|------|---------------------|--------------|----------------|---------------------|-----------|----------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| 9. | | | | | | | |
| 10. | | | | | | | |
| 11. | | | | | | | |
| 12. | | | | | | | |
| 13. | | | | | | | |
| 14. | | | | | | | |
| 15. | | | | | | | |
| 16. | | | | | | | |
| 17. | | | | | | | |
| 18. | | | | | | | |
| 19. | | | | | | | |
| 20. | | | | | | | |
| 21. | | | | | | | |

Form 100-1012 (Rev. 10-1-77) Use for Closed Quotes and New Quotes. Closed Quotes Closed Log Use.

Internal P.O. # 7786

☐ Folders
☐ Magnets
☐ Other

Assembly Request

Date: 4-01-11, 11:11 AM Customer: BCP Date Needed: 4-05-11

New Product Number and Name

Total Quantity: 2500

| Quantity | Stock | Customer |
|----------|-------|----------|
| 2500 | 100 | BCP |

Work Order

Submitted by: _____ Date: _____

Inventory Control

New Product # _____ Adj. _____ Date: _____

by: _____

Qty: _____

✓ Items/Assembly Request due

| Notes | | |
|-----------------------------|----------|--------|
| Pockets not _____ | | |
| Pockets of magnets to _____ | | |
| S.O. _____ | | |
| Magnets not _____ | | |
| Magnets Used | | |
| Size | Quantity | # Left |
| 1/2" | 2500 | 1550 |

Parts used to assemble new product:

| Item # | Description | Qty | Adj. By | Date: |
|---------|---------------------|------|---------|---------|
| MAG01 | 1/2" Magnet | 2500 | TR | 4-01-11 |
| PL210BS | New-Adhesive pocket | 2500 | TR | 4-01-11 |

Parts used to assemble new product:

| Item # | Description |
|--------|-------------|
| ✓ | |
| ✓ | |
| ✓ | |
| ✓ | |

Assembled by: _____

Start Time: _____ End Time: _____

Start Time: _____ End Time: _____

Start Time: _____ End Time: _____

Total Time for Job: _____

LeP