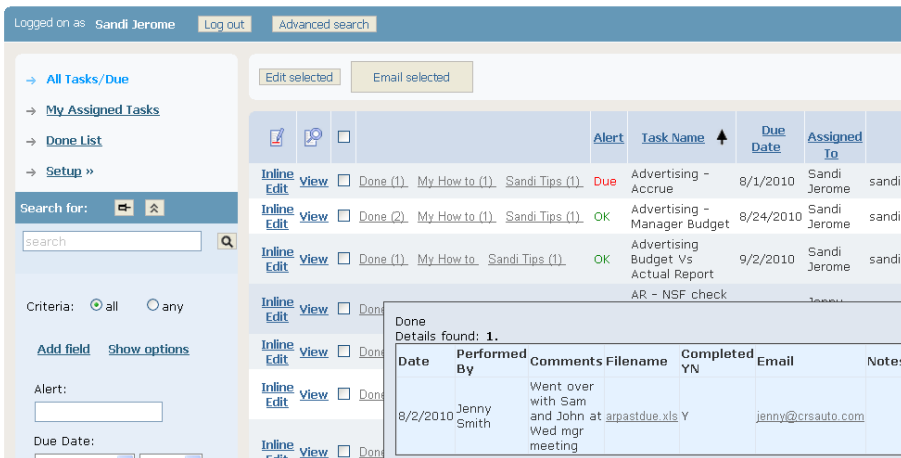


A Daily Work Plan for your Office! The easy answer to the questions; "are we doing this?" or "is it handled?"



- ✓ Shows tasks by Daily, Weekly, Monthly, Yearly and Fixed Due Dates
- ✓ Indicates if a task is **Due** or **OK** if completed – sort or search for past due tasks and email the assigned person – with the spreadsheet they were supposed to do!
- ✓ Create for your dealership specific "How to" and attach the spreadsheet you want them to use
- ✓ Includes **Sandi's Tips** on how to perform a task and spreadsheets
- ✓ When your office staff logs on, they can see their own Assigned Tasks and due dates and create "Done" records with notes and attached files



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Cardholder address: _____ City _____ State __ Zip _____

Contact Person: _____ Email address: _____

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