



(925) 939-1801  
 Facsimile (925) 215-2570  
 1966 Tice Valley Bl #231  
 Walnut Creek, CA 94595

## Inventory Check List

The following materials need to be replenished at the first of each month:

**Meeting Materials** - per 3 groups

- |     |  |       |
|-----|--|-------|
| 150 | Business Cards                             | _____ |
| 50  | Business Card Portfolio                    | _____ |
|     | Lead Tracking Forms                        | _____ |
|     | Leads Tracking Explanation                 | _____ |
| 100 | Newsletters                                | _____ |
|     | Business Card Windows-updated              | _____ |
|     | Library Material-updated with new material | _____ |
| 25  | Library Check-Out Forms - Form PM14        | _____ |
|     | Calendar Binder-updated                    | _____ |
|     | • Chamber Mixers - WWW                     | _____ |
|     | • Elite Meetings - WWW                     | _____ |
|     | • BusTimes BB                              | _____ |
|     | • Newspaper Times Calendar                 | _____ |

**Quarterly Materials**

- |     |                                      |       |
|-----|--------------------------------------|-------|
| 100 | 6 3/4 envelopes                      | _____ |
| 4   | 9 x 12 Envelopes & pre-address label | _____ |
| 500 | Lead forms                           | _____ |
| 25  | Thank You Notes                      | _____ |

**Meeting Materials** (included on disk and [www.eliteleads.com/forms.shtml](http://www.eliteleads.com/forms.shtml)):

- |    |                                     |       |
|----|-------------------------------------|-------|
| 50 | • Attendance - Form PM4             | _____ |
| 50 | • Elite 1-panel brochure - Form PM5 | _____ |
| 50 | • SF Times Free Forms - Form PM6    | _____ |
| 50 | • Power Partner List- Form PM8      | _____ |
| 50 | • Association Forms - Form PM9      | _____ |
| 50 | • Leads Tracking Explanation - PM13 | _____ |
| 50 | • Policies - Form FM8               | _____ |
| 50 | • Organization Lists - WWW          | _____ |
| 2  | • Workshop Sign-up Sheets - PM12    | _____ |
| 1  | • Speaker's Training Sign-up PM12   | _____ |
| 1  | • Sales Training Sign-up PM12       | _____ |

**Working Materials**

- |    |   |       |
|----|---|-------|
| 1  | Time Management Calendar - Form40 Excel | _____ |
| 20 | Phone Log Pages Form - formW1           | _____ |



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## Inventory Control

	QUANTITY	PRICE	ORDER DATE			
Business Cards	1,000	\$ 99	8/1/03	_____	_____	_____
Business Card Portfolio	200	\$ 260	8/1/03	_____	_____	_____
Lead Tracking Forms	250	\$ 25	8/1/03	_____	_____	_____
Newsletters	500	\$ 216	9/1/03	_____	_____	_____
Business Card Windows	50	\$ 60	9/1/03	_____	_____	_____
Calendar Binder-updated	1		9/1/903	_____	_____	_____
6 3/4 envelopes	500	\$ 40	2/2/03	_____	_____	_____
9 x 12 Envelopes & pre-addressed label	100	\$ 48	12/1/02	_____	_____	_____
Lead forms	1000	\$ 25	9/1/03	_____	_____	_____
Thank You Notes	100	\$ 35	9/1/03	_____	_____	_____
<b>Meeting Materials - Print on Printer</b>						
Attendance - Form PM4	35		9/1/03	_____	_____	_____
Elite 1-panel brochure Form PM5	50		9/1/03	_____	_____	_____
Biz Times Free Forms - Form PM6	50		9/1/03	_____	_____	_____
Power Partner List- Form PM8	50		9/1/03	_____	_____	_____
Association Forms - Form PM9	50		9/1/03	_____	_____	_____
Leads Tracking Explanation - Form PM13	50		9/1/03	_____	_____	_____
Library Check-Out Forms - PM14	50		9/1/03	_____	_____	_____
Policies - Form PM8	50		9/1/03	_____	_____	_____
Organization Lists - MSWord	50		9/1/03	_____	_____	_____
<b>Working Materials</b>						
Time Management Calendar updated	1		9/1/03	_____	_____	_____
Phone Log Pages	20		9/1/03	_____	_____	_____