1801A: Greenup Division Daily Operations Report (D.O.R.)

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Section: Misc. Operations Reports
Subject: Greenup Division Daily Operations Report (D.O.R.)
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Policy Owner:

Policy

- The GreenUP Division Daily Operations Report (D.O.R.) is a reporting of the Lawn and Tree/Shrub business that has been generated at the Service Center.
- The GreenUP D.O.R. must be completed and faxed to Corporate each morning prior to 10:00 a.m. in order for a company wide D.O.R. to be generated each day.
- This D.O.R. is divided into four sections: Lawn Care, Tree/Shrub Care, Aerations, and Totals. The following instructions detail by column the information to be recorded.

Column 1: Enter the number of Lawn Sales that were sold with aeration for that day.

Column 2: Enter the dollar amount of the initial services for the Lawn sales recorded in Column 1.

Column 3: Enter the annual amount of the Lawn Sales recorded in Column 1.

Column 4: Enter the number of Lawn Sales that were sold without aeration and/or any One-Time Lawn Special Services that were sold for that day.

Column 5: Enter the dollar amount of the initial services for the Lawn sales recorded in Column 4.

Column 6: Enter the annual amount of the Lawn Sales recorded in Column 4.

Column 7: Enter the dollar amount of the Lawn initial services that were rendered on that day.

Column 8: Enter the annual amount of the Lawn initial services that were rendered on that day.

Column 9: Enter the initial dollar figure of Lawn sales that have not been completed. To get this information you add together the initial figures from Column 2 and Column 5 and subtract from this the figure from Column 7.

Column 10: enter the annual dollar figure of Lawn sales that have not been completed. To get this information you add together the annual figures from Column 2 and Column 5 and subtract from this the figure from Column 7.

Column 11: Enter the total dollars of Lawn production that was worked that day.

Column 12: Enter the number of Tree/Shrub Sales and/or One-Time Tree/Shrub Special Services that were sold for that day.

Column 13: Enter the dollar amount of the initial services for the Tree/Shrub sales recorded in Column 13.

Column 14: Enter the annual amount of the Tree/Shrub Sales recorded in Column 13.

Column 15: Enter the dollar amount of the Tree/Shrub initial services that were rendered on that day.

Column 16: Enter the annual amount of the Tree/Shrub initial services that were rendered on that day.

Column 17: Enter the initial dollar figure of Tree/Shrub sales that have not been completed. To get this information you take the initial figure from Column 13 and subtract from this the figure from Column 15.

Column 18: Enter the annual dollar figure of Tree/Shrub sales that have not been completed. To get this information you take the annual figure from Column 14 and subtract from this the figure from Column 16.

Column 19: Enter the total dollars of all Tree/Shrub production that was worked that day.

Column 20: Enter the dollar figure for all Aerations Upsells. This would be the Lawn accounts that had been serviced six times a year with no aeration that have been "upgraded" and sold the additional seventh (7th) aeration service. (This would not be the annual amount, but the amount for the one

service.)

Column 21: Enter the number of Aerations performed that day.

Column 22: Enter the total dollars of the Aerations performed that day.

Column 23: Enter the number of Sales Staff that are on your payroll.

Column 24: Enter the number of Leads that were received for that date.

Column 25: Enter the total number of GreenUp sales for that day. To get this information, add the numbers Columns 1, 4, and 12.

Column 26: Enter the total annual dollars of GreenUp sales for that day. To get this information, you will add the figures in Columns 3, 6, 14, and 20.

Column 27: Enter the total dollars of all GreenUp production completed that day. To get this information, you will add the figures in Column 11, 19, and 22.

Column 28: Enter the dollar amount deposited for GreenUp the day before. You will get this information from the Daily Deposit Log.

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