



# POLICIES & PROCEDURES

NUMBER PP414

SECTION: Accounting	SUBJECT: Sales and Backlog Reports
---------------------	------------------------------------

**P & P No.:** 414

**Section:** Accounting

**Subject:** Sales And Backlog Reports

**Approved By:** Marlene Kolesky

**Effective Date:** March 11, 1988

**Last Reviewed Date:**

**Policy Owner:**

## INSTRUCTIONS FOR SALES AND BACKLOG REPORTS

To be used to enter ALL termite sales and completions for the month. These figures should balance to the DOR and to the revenue columns on the receivables.

Instructions on how to complete:

Date sold - Date contract and down payment given to salesperson

Salesman - Person who sold contract

C/F - Cash or finance

Service order number - Sub/Drywood and number

Treating amount - Total amount of job

Schedule date - Date job is scheduled to be completed

Comp. date - Date job was completed

Sub, Fum, P.R., C.L., other - Enter treating amount in proper category when completed

At the beginning of each month, all jobs that have not been completed should be brought forward as a beginning backlog for the month.

NOTE: As jobs are completed, enter completion date and highlight. Backlog is then the jobs that are not highlighted.

APPROVED BY: Marlene Kolesky	EFFECTIVE DATE: March 11, 1988	Page 1 of 1
------------------------------	--------------------------------	-------------