

## **WHOLESALE & INTERNET ORDERS POLICY**

### **Wholesale Orders**

1. Order Received via email / web site or fax
2. Print out order
3. Input order into MYOB – Print 2 copies
4. Fax / Email invoice to Wholesaler for payment – all small wholesalers are COD
5. Attached 1 copy of invoice to printed order and file
6. Second copy is sent to Store
7. Store to Pick, Check and Package – including second invoice in package.
8. Await payment confirmation from office
9. Dispatch
  - a. Via Courier – call to book in pickup
  - b. Australia Post – taken and paid via petty cash

### **Internet Customer Direct Sales**

1. Order Received via email / web site or fax
2. Print out order
3. Input order into MYOB – Print 2 copies (Cash sale)
4. Attached 1 copy of invoice to printed order and file
5. Second copy is sent to Store
6. Store to Pick, Check and Package – including second invoice in package.
7. Await payment confirmation from office
8. Dispatch
  - a. Via Courier – call to book in pickup
  - b. Australia Post – taken and paid via petty cash