

Marketing Department
Literature Distribution
January 2007



All members of staff, Consultants and Secretaries can order the literature that they require from the Internet or the Intranet via the new user friendly order form. The order form will contain a written description as well as a clear image for ease of reference. The new stock ordering system will be presented to PA's and Secretaries and they can phone the marketing department if they have any queries or concerns.



The order then comes through to the marketing department by way of email and then it is recorded onto the stock database. Marketing will then forward this email through to the stores department. This step will have a turn around time of 24 hours or less



The stores department will then collate the order (Picking) and get the order ready and labeled for the post room to collect. The turn around time for this should be 48 hours from the time that they receive the order from marketing



The post room will then collect the packages from stores and distribute either internal or externally as required.



Customer receives their stock within the week
HAPPY CUSTOMER!!