Here are some items we need to have ready for the new employees when they start

Hard copy items

* Catalogs:

-Master and American complete book of price list and catalogs

-Abus

-SLD

-Brady

-HPI SAFETY (R3)

-CCL

-Waterloo

-Sav-lok trifold

-TC

* List of commonly used Vendor and contact phone numbers for each.
* Internal phone tree which should include our 800#’s, fax#, and address
* RMA instructions sheet
* 1525/1502 Price list/order form for reference.
* List of active domain names
* List of states we charge tax in
* SLD price list
* MAS SOP book
* Employee handbook
* Pens and pad of paper, general office supplies

Email-able items (Chris):

* 1525 price list/order form (digital for emailing)
* SLD digital catalog.
* Into to padlocks powerpoint slides
* SLD product guide and SLD account priorities powerpoint slides
* Commonly used email templates
* Link to web browser start page (that Zach created)
* Lock quizzes
* SLD shipping weight guide (worksheet)

Tech Stuff (Andrew):

* Phones ready to go. Extensions identified for tracking purposes.
* Email address set up.
* Login for MAS, and sales person code created.
* Slack setup
* Login for computer
* Fed Ex calculator tool
* Head sets for phones?