WEB SORTING

GROUP NAME: _____

ORDER NUMBER: _____

Sorter (s): _____   Date Sorted: _____   Number of Boxes: _____

DELIVERY

Standard Group Pick Up: In-store Customer Pick Up: Ship: Other:
                                                                     Group or Individual

SORTED BY

Alphabetically   Team , Class or other - Alphabetically

CHECKING IN PRODUCT

1 From will call, pull all of the boxes for the approriate order and bring to the sorting area

2 Sort individual items by sort order, size, color and personalization

3 Compare all of the sorted items against the Sort Order sheets

IMPORTANT STEP

⬭ **If there is anything other than a completed packing slip, the packing slip is to be put in alphabetical order behind this sheet. If it is a known backorder, nothing further needed. If there is anything else, please inquire further.**

SPECIAL NOTES FOR THIS SITE

_____

_____

_____

SORTING THE ORDER

⬭ Pull the orders based on the packing slip, double-checking the qty field as it is pulled, please keep in alphabetical order

COMPLETING THE ORDER

⬭ Print the approriate number of box labels needed and label accordingly

⬭ If order is to be shipped, please tape boxes as we do for shipping. Put packing slip in box, weigh package and put package weight in upper left corner of the box. Put boxes on rolling rack and wheel to front to be shipped. Adhere shipping labels and seal the box shut as we do for shipped packages.

⬭ When totally completed, arrange paperwork (as noted below) and give to Web Dept to finish the processing.

1. Web Sorting Sheet with any Sort Order sheets & Packing Slips that are not fully fulfilled paper clipped together

2. Sort Order sheets with no issues secured together

3. Packing slips with no issues secured together

4. Group folder

PROFITS

Check   AR per Salesperson   No Profits   Other:
In front of box one
please check once check is put in box

ORDER COMPLETE *(there are no backorders, reorders, will delivery separately or missing items)*

YES / NO

AT THE END OF SORTING MAKE SURE TO TAKE OUT ALL BOXES TO RECYCLING AND CLEAN UP THE SORTING AREA !!!!

WEB DEPT OFFICE ONLY:

Backorders: SHIP   SEND TO SALESPERSON   NOTIFY GROUP   Date Complete: _____