Sales Order Processes Flow Chart

Sales Order Process

New Sales Order

Step 1

Email Customer Service

- Order Document
- Monuvision
- Cemetery Map
- Any additional info.

Step 2

Customer Service

- Order Entry
- Dealer receives "Sales Order Confirmation"

Step 3

Design

- "Approval Drawing" created

Step 4

Quality Control

- Design and order entry proofed

Step 5

Customer Service

- Final proofing
- Emails "Approval Drawing" to dealer

Step 6

Dealer

- Dealer revision or approval

Step 7

Customer Service

Revision

Or

"Approval Drawing" signed

Step 8

Customer Service

- Enters revision to design

Step 9

Repeat steps 3- 7

Step 8

Customer Service

* Enters "Approval Drawing"

Step 9

Design

- Cut file made for stencil cutting

Step 10

Purchasing & Production

Quote Pricing & opportunity Drawing to Sales Order Process

Converting approved Quote Pricing & Opportunity Drawing to Sales Order

Step 1

Email Customer Service

- Order Document
- Quote Pricing & Opportunity Drawing signed
- Cemetery Map
- Any additional info.

Step 2

Order Entry

- Dealer receives "Sales Order Confirmation"

Continue to step 9

Quote Pricing "Only" or Opportunity Drawing "Only" to Sales Order Process

Converting unapproved Quote Pricing or Opportunity Drawing to Sales Order

Step 1

Email Customer Service

- Order Document
- Quote Pricing or Opportunity Drawing
- Cemetery Map
- Any additional info.

Continue to step 2