

# **Files on Your CDs for How to Open a Mail & Parcel Center**

How to Open a Mail & Parcel Center:

Business Plan.xls  
Checklist.xls (store opening checklist)  
Competitors.xls  
Financial Statements.xls  
Invoiceback.xls (disclaimer info)  
Price Book Example.xls

Operations Manual:

Applicant Reference.doc  
AR Form.doc  
AR Welcome Ltr.doc  
AR Collection Letter  
Bad Check Letter.doc  
Bank Deposit Log.doc  
Bonus Program (see Store Error Report)  
Closing Checklist.doc  
COD Form.doc  
Commissions Program.doc  
Credit Application Ltr.doc  
Credit Request.doc  
Deposit Form.jpg  
Employee Forms Info.doc  
Employee Commendation.doc  
Employee Welcome Ltr.doc  
Employment Application.xls.  
Hiring1.jpg (Hiring Sign)  
Hiringft.jpg (Hiring Sign)  
Hiringft2.jpg (Hiring Sign)  
Hiringpt.jpg (Hiring Sign)  
Hiringpt2.jpg (Hiring Sign)  
Interview Questions.doc  
Inventory.xls  
Monthly Acctng.xls  
Monthly Report.xls  
Opening Checklist.doc  
Paid Out Form.doc  
Pickup Form.doc  
Purchasing.xls  
Quote Form.doc  
Refund Form.doc  
Rejection Ltr.doc  
Returned Packaging Form.doc  
Returned Package Ltr.doc

Returned Package Policy.doc  
Review Employee.doc  
Review Letter.doc  
Schedule.xls  
Store Error Report.doc  
Time-Off Request.xls  
Tracer Form.doc  
Transfer Form.xls  
Warning Form.doc