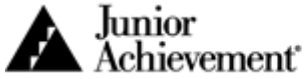


# Distribution Center



JA BizTown®

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"><li>1. Obtains bank loan.</li><li>2. Signs Rental Agreement for business space.</li><li>3. Supervises employees and oversees business operations.</li><li>4. Signs all business payroll and expense checks.</li><li>5. Prepares and gives speech at the Opening Town Meeting.</li><li>6. Works with employees to determine pricing of products.</li><li>7. Assists with all business duties when employees are on break.</li></ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"><li>1. Inputs and submits business loan to the bank.</li><li>2. Inputs employee payroll information.</li><li>3. Prints and distributes employee payroll checks.</li><li>4. Signs payroll checks if CEO is not available.</li><li>5. Pays online bills sent to business.</li><li>6. Keeps all records of business expenses and payment.</li><li>7. Makes business deposits to Bank.</li></ol>
<p style="text-align: center;"><b>CARRIER</b></p> <ol style="list-style-type: none"><li>1. Collects mail from central postal box.</li><li>2. Sorts letters.</li><li>3. Delivers processed mail to businesses and individuals in JA BizTown.</li><li>4. Provides customer service.</li><li>5. Assists Sales Manager as necessary.</li></ol>	<p style="text-align: center;"><b>SALES MANAGER</b></p> <ol style="list-style-type: none"><li>1. Works with CEO to determine plan for loan pay-off.</li><li>2. Prepares and prices Candy Grams for retail sale.</li><li>3. Sets up Point of Sale System (POS).</li><li>4. Assists customers with sales and accepts payments.</li><li>5. Forwards collected payments to CFO for deposit.</li></ol>
<p style="text-align: center;"><b>STOCK MANAGER</b></p> <ol style="list-style-type: none"><li>1. Accepts payment for materials being purchased by businesses.</li><li>2. Distributes materials to businesses after receiving payment.</li><li>3. Restocks supply bins for next day's business operations.</li><li>4. Assists with the delivery of additional materials, if needed.</li></ol>	