

BUSINESS SNAPSHOT

BERGEN SIGNS



Business Overview

Bergen Signs sells pre-made business signs to all other businesses in BizTown. Individual customers also purchase Photo IDs at a cost of \$4.00. Only a certain number of laminated sleeves are available from the Supply Center to make the Photo IDs. Please do not sell more IDs than you have materials for.

Business Activities

- The Marketing Specialist passes out the pre-made business signs stored on the table in Bergen Signs to all the other business in BizTown. At the same time, they provide an invoice for payment to the business CFO.
 - After all businesses have received their signage, the Marketing Specialist returns to each business to collect a \$4.00 business check payment.
- Individual customers pay for photo ID's at the Sales Manager's desk.
 - The Sales Manager enters the payment into the Point of Sale computer and sends the customer to the Photo Specialist.
- The Photo Specialist takes the customer's picture and makes the Photo ID.
 - The IDs are not made immediately after the picture is taken. Customers need to return to pick up their IDs.
- After receiving a few payment checks, the CFO follows his/her Job Directions and makes a Business Deposit. This includes entering the payment checks into his/her computer and printing a deposit ticket.

Employee Responsibilities

- **CEO** Takes Loan Application and Promissory Note to bank for approval, signs all paychecks and business checks, and assists all other employees.
- **CFO** Issues paychecks to each employee and prints checks to pay all business costs for the day. Makes business deposits
- **Marketing Specialist** Delivers pre-made business signs and invoices. Then returns to businesses to collect payment checks.
- **Photo Specialist** Takes customer photos and creates photo IDs using the Bergen Signs computer and printer equipment.
- **Sales Manager** Picks up supplies using the \$5.00 check from the CFO. sells and processes photo IDs using order forms, verifies personal check amounts on the Point of Sale computer.