

# **BUSINESS SNAPSHOT**

## ***BIZ DELIV***

### **Business Overview**

BizDeliv is responsible for the pick-up and delivery of mail. In addition, BizDeliv sells a variety of retail products and solicits donations from businesses and citizens.

### **Business Activities**

- The Carrier stamps envelopes with “Postage Paid” and delivers the envelopes to all business CFOs. These envelopes are used to mail payment checks to FPL, Holy Cross, and BizRealty.
- The Carrier collects the mail from the big blue BizTown mailbox located in Town Hall.
- Individual customers purchase retail products. A Sales Manager assists customers and enters their personal check into the Point of Sale computer.
- The Non-Profit Director collects business check donations and citizen cash donations.
- 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.

### **Retail Products List as of March 2010 (products can change with availability)**

Keychain flashlights, scoops, funnels, frisbees, JA postcards, magnetic clips, pens, ID wallets, and shopping bags.

### **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 pays all business costs for the day. Makes business deposits.
- **Sales Manager** Arranges products in a display area. Sets prices within the range provided on the Inventory Sheets that accompany products. Assists customers when they come in to purchase retail products. Enters personal checks on the Point of Sale computer.
- **Carrier** Picks up supplies using the \$5.00 check from the CFO, delivers postage-paid envelopes to businesses, collects and distributes mail left in the BizTown mailbox.
- **Non-Profit Director** Chooses Charity of the Day from the Non-Profit Manual, distributes donation banks to each business, collects banks and adds up donations at day’s end. Reports at Town Meeting.