



SALES CHECK LIST

Date: _____ Sales Person Name: _____ Sales Person Number: _____

Primary Stock Number: _____ Make/Model: _____

Customer Name: _____

- Obtain finance approval before any deal can be done and/or before charging wholegoods to AR
- Signed Customer Purchase Order (include full name/address/phone number/stock numbers of units sold)
- Signed Finance/Lease Contract (Sales reps not to sign as authorized company signature)
- Copy of payment received (i.e. Cheque/Cash receipt)
- Copy of Photo ID
- Equipment Cost Sheets showing programs used
- Trade Details
- Complete salesman bonus forms attached (if any)
- Identify Customer Type Options
 - Farm
 - Government
 - Other
- Identify End Use Options
 - Agri Crop
 - Agri Speciality Crop
 - Cemetery
 - Custom Farming
 - Dairy Farming
 - Dairy/Crop Farming
 - Golf Course
 - Hobby Farming
 - Independent Rental Company
 - Landscaping Company
 - Lawn Care Commercial
 - Lawn Care Non Commercial
 - Light Duty Maintenance
 - Livestock Production
 - Livestock /Crop Production
 - Military Use
 - Nursery
 - Other Manufacturing
 - Parks
 - Roadside Mowing
 - Services - Land Development
 - Use Not Classified
- Report sale and selling price been forwarded to marketing (New and Used) via email. Must include Stock number, model, make and \$ price. EX: Stock 123456 MF 5445 Sold \$54,000
- Accept used trade in Sandhills – push to marketing with notes add to Comment section on what it was traded on along with Stock #)
- Sign and fill in thank you card.