

5. Be sure that all reports from Salesmen in your region are being submitted on a weekly basis, or as occurring.
6. Make recommendations as to how to increase sales and promote good will in your area. These recommendations should be in writing.
7. Keep Atlanta informed of your needs. We will work with you in every way possible.
8. Make suggestions as to what can be done in your region to increase sales.
9. Regional Meeting - The purpose of these meetings is to disseminate information, gather input from the Representatives, and plan work for the future. In other words, these are business meetings --- not pleasure outings. In scheduling your regional meetings with Sales Representatives in your area, every effort should be made to have them in a central location. In this way, the representatives will be able to attend with the least amount of time lost from their respective areas of responsibility and at less cost to the Company.