

AIM Itineraries – One or Two Day

<i>Suggested One-Day Itinerary</i>	
Time Session	Activity
7:00 - 7:30 a.m.	Welcome Tour
7:30 - 8:00 a.m.	Company History/Strategies
8:00 - 9:00 a.m.	Counter Sales
9:00 - 10:30 a.m.	Warehouse/Will Call
10:30 - 11:30 a.m.	Shipping & Receiving
11:30 - 12:00 p.m.	Outside Sales
12:00 p.m.- 1:00 p.m.	Lunch
1:00 - 2:00 p.m.	Inside Sales & Quotations
2:00 - 3:00 p.m.	Purchasing
3:00 - 4:00 p.m.	Price Adjustments
4:00 - 4:30 p.m.	Marketing
4:30 - 5:00 p.m.	Wrap Up

A special Thanks to Rick Kerman and Steiner Electric for the development of the AIM itinerary.

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<i>Suggested Two-Day Itinerary</i>	
<u>Day One</u>	
Time Session	Activity
8:00 - 9:00 a.m.	Welcome Tour
9:00 - 10:00 a.m.	Company Overview
10:00 - 12:00 p.m.	Accounting: Accounts Payable Accounts Receivable Credit: Credit Application Lien Rights DSO Personal Guarantees
12:00 - 1:00 p.m.	Lunch
1:00 - 3:00 p.m.	Marketing: Graphic Design/Strategy New Product Introduction Promotions: Newswire Light boxes Customer Events Adding New Suppliers Handouts/Premiums Web Site Order Entry
3:00 - 3:15 p.m.	Break
3:15 - 4:45 p.m.	Purchasing Annual Reviews VMI EDI Transactions Pricing: Ship & Debit Profile IDW SPAs
4:45 p.m.- 5:00 p.m.	End of Day Q&A, Prep for Dinner
5:00 p.m.- 9:00 p.m.	Optional Dinner Meeting

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<i>Suggested Two-Day Itinerary</i>	
<u>Day Two</u>	
Time Session	Activity
7:00 - 8:00 a.m.	Operations: Quality Systems/Controls Employee Education and Development
8:00 - 10:00 a.m.	Warehouse/Special Processes: Custom Products Group Supplier Partnership Group Generator Repair Shipping Receiving Process Returns Night Run Inter-Branch Transfer Order Processing/Filling Cycle Counting Bar-Coded Inventory Wire Cuts
10:00 - 10:30 a.m.	Counter Sales: Merchandising Order Processing
10:30 - 12:00 p.m.	Inside Sales/Customer Service: Order Taking Return Processing Expediting Gear Lighting Negotiating Special Pricing Cut Sheets Lot Billing Training Meeting the Customer Needs
12:00 - 1:00 p.m.	Lunch
1:00 - 3:00 p.m.	Customer Visit
3:00 - 4:00 p.m.	Outside Sales: Training Cold Calling Joint Calls Quoting Cross-Training: Selling the entire Organization Types of Customers
4:00 p.m.- 5:00 p.m.	Wrap-Up/Open Discussion