

# RV Manufacturing

## Business Overview



Designs, manufactures, markets, and sells luxury Recreational Vehicles (RVs).

<p style="text-align: center;"><b>CEO</b></p> <ol style="list-style-type: none"> <li>1. Submits Loan Application to bank.</li> <li>2. Oversees business operations and makes business decisions.</li> <li>3. Opens Utility account.</li> <li>4. Distributes business supplies.</li> <li>5. Sends invoices.</li> <li>6. Signs Insurance Policy and Lease Agreement.</li> <li>7. Completes the Investment Application.</li> <li>8. Prepares and gives speech at the Opening Town Meeting, if time permits.</li> </ol>	<p style="text-align: center;"><b>CFO</b></p> <ol style="list-style-type: none"> <li>1. Places supply order and reorder, if needed.</li> <li>2. Submits online request for business loan.</li> <li>3. Inputs employee payroll information.</li> <li>4. Processes business payroll.</li> <li>5. Prepares direct deposit enrollment paperwork.</li> <li>6. Completes Loan Promissory Note.</li> <li>7. Makes business expense payments.</li> <li>8. Submits business deposits.</li> <li>9. Makes business loan payments and tracks loan payoff progress.</li> </ol>
<p style="text-align: center;"><b>MARKETING DIRECTOR</b></p> <ol style="list-style-type: none"> <li>1. Works with Purchasing Manager to get information needed to create a marketing brochure for a new RV model.</li> <li>2. Creates web page.</li> <li>3. Conducts a consumer research survey.</li> <li>4. Assists with retail sales, when needed.</li> </ol>	<p style="text-align: center;"><b>PLANT MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Holds safety briefing for team.</li> <li>2. Reviews provided instructions and materials to create an interior RV layout design.</li> <li>3. Works with Team Leader(s) to recreate the design plan into a finished RV.</li> <li>4. Conducts quality checks on the vehicle built.</li> </ol>
<p style="text-align: center;"><b>PURCHASING MANAGER</b></p> <ol style="list-style-type: none"> <li>1. Calculates the actual cost of new RV models and sets retail pricing to ensure profit.</li> <li>2. Provides new RV model specs and retail pricing to Marketing Director for brochure creation.</li> <li>3. Sets up Point of Sale system.</li> <li>4. Prepares retail sales area with product display.</li> <li>5. Greets customers, assists them with sales, and processes payments for sale of products.</li> <li>6. Takes precautions to avoid inventory loss.</li> <li>7. Works with CFO to reorder additional inventory, if needed.</li> </ol>	<p style="text-align: center;"><b>TEAM LEADER</b></p> <ol style="list-style-type: none"> <li>1. Participates in safety briefing held by Plant Manager.</li> <li>2. Reviews provided instructions and materials to create an interior RV layout design.</li> <li>3. Works with Plant Manager to recreate the design plan into a finished RV.</li> </ol>