

# RV Manufacturing

## Business Overview



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



### CEO

1. Submits Loan Application to bank.
2. Oversees business operations and makes business decisions.
3. Opens Utility account.
4. Distributes business supplies.
5. Sends invoices.
6. Signs Insurance Policy and Lease Agreement.
7. Completes the Investment Application.
8. Prepares and gives speech at the Opening Town Meeting, if time permits.

### CFO

1. Places supply order and reorder, if needed.
2. Submits online request for business loan.
3. Inputs employee payroll information.
4. Processes business payroll.
5. Prepares direct deposit enrollment paperwork.
6. Completes Loan Promissory Note.
7. Makes business expense payments.
8. Submits business deposits.
9. Makes business loan payments and tracks loan payoff progress.



### MARKETING DIRECTOR

1. Works with Purchasing Manager to get information needed to create a marketing brochure for a new RV model.
2. Creates web page.
3. Conducts a consumer research survey.
4. Assists with retail sales, when needed.

### PLANT MANAGER

1. Holds safety briefing for team.
2. Reviews provided instructions and materials to create an interior RV layout design.
3. Works with Team Leader(s) to recreate the design plan into a finished RV.
4. Conducts quality checks on the vehicle built.



### PURCHASING MANAGER

1. Calculates the actual cost of new RV models and sets retail pricing to ensure profit.
2. Provides new RV model specs and retail pricing to Marketing Director for brochure creation.
3. Sets up Point of Sale system.
4. Prepares retail sales area with product display.
5. Greets customers, assists them with sales, and processes payments for sale of products.
6. Takes precautions to avoid inventory loss.
7. Works with CFO to reorder additional inventory, if needed.

### TEAM LEADER

1. Participates in safety briefing held by Plant Manager.
2. Reviews provided instructions and materials to create an interior RV layout design.
3. Works with Plant Manager to recreate the design plan into a finished RV.

