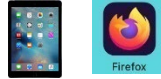


Graphics Shop CEO

You are responsible for the smooth operation of the Graphics Shop. Many customers will be visiting your business during the day to purchase your retail items and photos. You will be creating signs for all of the *JA BizTown* businesses. Be certain all employees are familiar with their responsibilities and are courteous to customers.

1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #28**. A teacher will be at the cart if you need assistance. Log into the JA BizTown simulation on your iPad, **following the login directions on the last page of your manual**.

2. Business Costs Sheet

You should have your **BizPrep Packet** from school. Give the **Business Costs Sheet** in the packet to the CFO. Keep the other pages until someone from the other businesses comes to collect them.

3. Place Order



- Hold your iPad horizontally.
- Tap the **Place Order** tab along the left side in the BizTown simulation.
- Review the order and tap **PLACE ORDER** at the bottom of the screen.
- Distribution & Delivery will deliver the supplies to your office. You will be billed for these supplies. The bill goes to your CFO electronically.
- When your start-up supplies arrive, sign the inventory sheet and keep it in your business.

4. Sign Payroll Checks

Sign all Payroll checks after they have been printed by the CFO.

5. Meet with the Sales Manager

- After you have received the start-up order of your business' items, use the **Distribution & Delivery Center Inventory Sheet** from the bin to check the items and begin setting prices for your products. Remember, these items cannot be re-ordered.
- No items sell for under \$2.00. The suggested retail price for the **photos is \$4.00**. The **3D posters and glasses are sold as a set**, the suggested retail price is **\$4.00**.
- Use the laminated **Pricing Worksheet** to help assist you in setting prices and calculating the potential income.
- The Sales Manager will use the **POS Setup and Sales Instructions** to setup the Point of Sale Computer.
- Remind those helping with sales that the Graphics Shop accepts checks only. No debit cards and no cash.
- Give the checks to the CFO to deposit.

6. Loan Application & Promissory Note

Following the Pledge of Allegiance, take the **Loan Application** and the **Promissory Note** to the Bank CEO to apply for your business loan.

7. eBill for Sign Design



Once the sign designs are done and have been delivered, eBill each business from your iPad.

- a. Select the **Billing** tab on the left side of the screen.
- b. Tap the **Create New Bill** button on the lower right corner of the screen.
- c. Select the **Business Name** from the drop-down box.
- d. Select the **Reason** from the drop-down box.
- e. Enter **\$5.00** in the **Amount Due** box.
- f. Select a **Message** from the drop-down box.
- g. Tap **Next**, then **Send eBill**, then **OK**.
- h. **Repeat this for all businesses and be sure to use your checklist to help keep track of the businesses you have billed.**

8. Direct Deposit Enrollment Forms

Give the **Direct Deposit Enrollment** forms to a Bank employee when they come to collect them. These are in your BizPrep envelope.

9. Prepare Speech



Practice your CEO speech. This is located in the red **PDF Expert app** on your iPad. You will say this at the **Opening Town Meeting**. Bring the iPad to the meeting with you. You will read your speech from the iPad.

10. Rental Agreement

Sign the **Rental Agreement** when the Property Manager brings it to your business.

11. Philanthropy Pledge Sheet

Allow the Non-Profit Director to place a container for individual contributions in your business. Give them your **Philanthropy Pledge Sheet** when they ask for it. Encourage your employees to contribute. The Non-Profit Director will return later in the day to collect the container. Remember, this container is for **your** employees to use when making a donation, if they wish to do so.

12. Sell Items

Once the business signs are completed and the lunches have begun, you will begin selling items to generate income for your business. Ensure that all employees are aware of their duties at this time.

- a. Sales Manager(s) – helping customers, taking orders, verifying funds in the POS computer, accepting checks **ONLY** for payment, and giving the checks to the CFO.
- b. Designers – taking pictures with the iPads in front of the green screen, printing the pictures, and attaching them to a photo card.
- c. This process requires everyone to once again act as a team. Work together so that all products are manufactured, sold, and delivered to the customer in a timely manner.

13. Clear Forms



Follow the directions on the next page to **clear forms in the PDF Expert app on the iPad.**
Take your iPad and give it to the teacher stationed at the iPad carts.

14. Clean Up

Assist with business clean up at the end of the day.