

Lab Works CEO

You are responsible for the smooth operation of the Lab Works Manufacturing business that serves *JA BizTown* consumers. Your business has some products that need to be manufactured by your employees. Pricing correctly and making quality products in a timely manner are essential to your business' success. Assure all employees are familiar with their responsibilities and focused on their tasks.

1. Get iPad From the Cart



Your job requires you to use an iPad today. Go to the iPad cart to pick up **iPad #33**. 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.
- Select the **Place Order** tab on the left side of your iPad.
- 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. Place a Reorder and Set Prices



- Place a reorder on your iPad, using the **Merchandise Catalogue and the Ordering Supplies Instructions**.
- You have \$5.00 budgeted for your reorder. You will need to order 3 more glue containers (\$1.50 each) and 50 baggies (\$.01 each). This will equal \$5.00.
- After you receive your supply reorder, use the **Distribution & Delivery Center Inventory Sheet** from the bin to check the items and begin setting prices. The suggested retail price for **slime is \$4.00** and for **hand sanitizer is \$3.00-\$3.50**. Use the laminated **Pricing Worksheet** to help assist you in setting prices and calculating the potential income.

6. POS Set-Up (Point of Sale)



Use the POS Setup and Sales Instructions to set up the Point of Sale on your iPad. Remind those helping with the sales that Lab Works accepts **checks** and **debit cards** only. No cash. Give the checks to the CFO to deposit.

7. 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.

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. Selling Items



Follow the POS Setup and Sales Instructions to enter sales into the iPad for items during shopping breaks. Your business accepts checks and debit cards. It is very important that this is done correctly. Any checks received should be given to the CFO to deposit throughout the day. Stay with your customers until they purchase their item(s) or leave the store.

13. Project Designer Meeting

Today, you will have the opportunity to remodel your business space. Meet with the Project Designer from the Construction Company when they come to discuss your options for new carpeting and wallpaper or paint for the walls. **You have a budget of \$500.** The Project Designer will complete a proposal form and then calculate a bid estimate for you. Once the estimate is completed, the Designer will return to go over it with you. **This is only an estimate. You will NOT pay for the estimate.**

14. White Board

Keep track of your production of products today using tally marks on the whiteboard on the wall in your business. Your staff can help you with this. You should produce at least 48 baggies of slime and 9 hand sanitizer bottles. Work hard in your business to produce the highest quality of products. Good quality is important for your business.

15. 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.

16. Clean Up

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