

MAY

2024

EVENTS

3- Factory Visit
6- June Order Form Submission
13- Follow-up of Orders
24- Bulk Product Delivery for April Orders
27- Business Inventory
31- Team Meeting

SUN	MON	TUE	WED	THU	FRI	SAT
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOTES

- 1.Gather customer orders on or before May 6th.
- 2.Prepare product reports and gather customer feedback before the Monthly Team Meeting.
- 3.Coordinate with courier shipping services.