

MAY 2024

SUN MON TUE WED THU FRI SAT

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

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|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 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.