## Weekly Business Update

Each week you will be responsible to submit a weekly update. This is a graded assignment and needs to be submitted by the end of class each Friday. Your update should be detailed and provide a good explanation of what you have done throughout the week. This should be no less than a page in length. Please submit a typed response each week answering the questions below.

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| --- | --- |
| Company Name: |  |
| Student Name: |  |
| Date of Report: |  |

1. Provide a detailed list of the customer orders that were placed and filled this week. (Who ordered? What? How much?...)
2. Provide a detailed summary of your profit and loss this week.
3. Provide a detailed schedule of your week. (What did you do every day?)
4. Explain any issues or incidents that took place this week. How were they resolved?
5. What are your sales goals and what did you do this week to help meet them?
6. What changes do you need to make in order to improve your sales next week?
7. Explain what is on your agenda for the upcoming week. (Do you need to place an order for supplies? Need to hire more people? Update your website? Social media blast?)
8. What is one mistake that you made this week and how will you avoid that mistake moving forward? (in other words, tell me one thing you learned this week)
9. What is one success story from the week?
10. Have you completed the following?

* Turned in all of your receipts?
* Submitted all payments?
* Updated marketing tools?
* Placed any orders for product?
* Talked to Mr. Philip about any pressing issues?