

FEBRUARY PROGRESS REPORT

BASIC ORGANIZATION

- Cleared and organized "office" room i.e. desk, shelves, drawers.
- Developed basic files - in-out correspondence
 - unavailable and back orders
 - consignment
 - new books published
 - Prepayment requests
 - inter-departmental
 - promotion

PROCESSING OF OVERDUE WORK

- Finished filling up orders since November
- Took care of problem orders or accounts.
- Finished processing 3 folders of pending - miscellaneous work
- Finished answering backed-up letters

PURCHASE ORDERS

Books were selected for immediate ordering. POs processed and mailed. Mr. Doniguan from Beirut came, and we placed orders for Armenian books.

PREPARATIONS FOR VARTANANTZ

- Organized, arranged, and decorated the bookstore
- Together with the Bookstore Committee placed price labels on all items displayed.
- Replenished the shelves with undisplayed items from the storage room.

RECORD KEEPING

Prepared registers for Cash, credit card, and credit/prepaid - for January and February.

PROMOTION

Submitted advertisement for April BEMA issue - "April 24 & Easter Special"