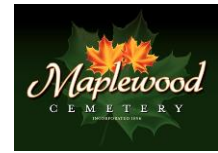


Foundation Sales Training

The Maplewood Cemetery Sales Process



Introduction

Welcome to Foundation Sales Training!

Our sales process is intended to be easy and helpful for the customer to understand and complete.

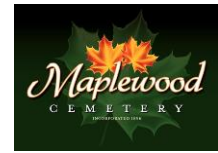
- Our internal process must be followed and completed to make sure that everything gets recorded properly. Please read the Rules & Regulations to become familiar with what is required and allowed to avoid issues with the foundation orders. All foundations must be installed by our contractor. All monuments must be ordered and installed by our approved vendors. We do not have the facilities to receive and install monuments on our own. Monuments ordered 'online' by our customers are not recommended.
- It is very important to get the process and the information correct the 1st time.

We have a few different types of foundations to deal with:

- **Single grave:** Maximum monument size for a single grave is: **36" wide x 16" deep**.
 - *Deep meaning front-to-back size.*
- **Double grave:** Maximum monument size for a double or larger grave is: **60" wide x 16" deep**.
- **'Cremation Grave' Area of Section J are restricted to 24"x12" flush only** (ground level)
 - These are all ½ the standard grave length, 5', and have a .1 or .2 suffix to define the grave number.
- **Bench style** monuments: The bench measurements are based on the largest dimensions, usually the seat area, not necessarily the 'base' or bench leg size. A mowing collar is required in addition to the largest dimension to protect the bench and allow for mowing and trimming.
- **Columbarium style** monuments: This style has become popular for cremations that will be interred above the ground. The 2 niche styles will typically fit on a single grave. The 4 niche styles may require a double grave. A mowing collar is required.
- **Footer** foundations: They are used when a monument is already installed at the 'head-end' of a grave and an additional monument is requested for that grave. The Footer will be marked at the 'Foot-End' of the grave. These are **restricted to 24"x12" flush only** (ground level).
- **Veteran Bronze plaques:** These 24x12 bronze plaques can be:
 - Mounted to an existing upright monument, usually on the back.

Foundation Sales Training

The Maplewood Cemetery Sales Process



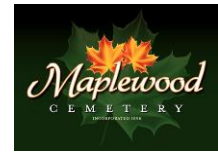
- Installed as the primary monument at the head-end of the grave.
- Or installed as a flush-footer.
- **Note:** Our contractor will usually install a border around the bronze plaque to protect it and make it more attractive.
- **Note:** A separate installation method and charge is required for either the 24x12 or the smaller 'niche-size' when attached to an existing upright monument.
- The **VA 40-1330** form is used to order any of the VA monuments or plaques. The form is available on the MwcAdmin website and provides a good description of what is available and the options available.
 - This form is usually completed at the VA, a funeral home or at a monument vendor with the requesting family. The required discharge papers may also be attached to the form.
 - The completed form is then sent to the Maplewood Cemetery business office for review and approval after completing the cemetery portion of the application. This will include the name of the cemetery official approving the order and the shipping address of the order.
 - **The Veteran Bronze plaques** can be shipped to your home or the MWC business office.
 - **Record the contact information of the applicant.** This is the information needed to bill for the foundation or the installation service.

19a. NAME AND MAILING ADDRESS OF APPLICANT (No., Street, City, State, and ZIP Code)	19b. DAYTIME OR CELL TELEPHONE NUMBER OF APPLICANT (Exclude Area Code)
	19c. E-MAIL ADDRESS (Optional)
	19d. FAX NO. (Optional)
20. APPLICANT IS: ☐ FAMILY MEMBER (Specify relationship) _____ ☐ VETERANS SERVICE OFFICER ☐ PERSONAL REPRESENTATIVE (Person responsible for decisions concerning burial of decedent; include written authorization)	

- **Veteran Upright Granite monuments:**
 - Only accept the granite monuments. The marble monuments will not hold up as well. Both types have the same options.
 - There is also a 24x12x4" thick granite monument available. This one can be used as a header or footer (flush) monument.
 - **If the VA order is for an upright granite monument**, arrange to have it shipped to our contractor's address. These upright monuments are large and weigh over 200 Lbs. and are shipped on a pallet. The 24x12x4" thick granite monument weighs over 130 Lbs. and should also be shipped to our contract's address.
 - The **approved VA 40-1330** form, with any attached discharge papers, will then have to be mailed to the VA Service Center. The center is usually the Rochester Center, but maybe from another state or county service center.
 -
- **Maximum 'upright' monument height is: 48."**
 - Any requests for monuments or foundations that do not conform to our Rules & Regulations must be reviewed by the MWC Board of Directors.

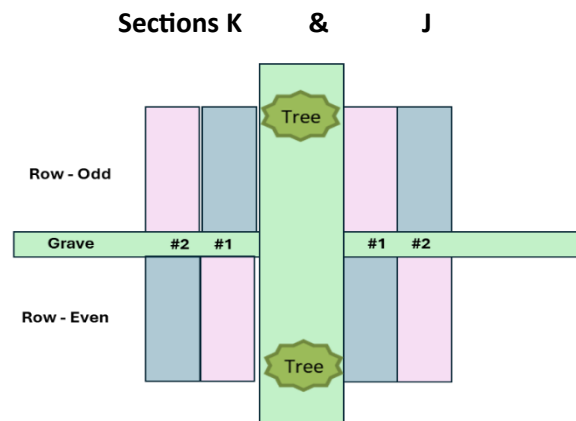
Foundation Sales Training

The Maplewood Cemetery Sales Process



Notes & Reminders:

- **Remember**, that grave sizes vary by section. Sections J&K are 42" wide and the other sections are 45" wide. The Section J Cremation Area is 42" wide but only 5' long. This will impact on their placement and stake location. **However, the maximum monument sizes do not vary by section, as listed above.** Sections J&K also offer East facing (even rows) and West facing (odd rows). Also remember that in Sections J&K the grave numbers start in the middle of the 2 sections. Care needs to be taken when helping to plan a couple's name placement (right or left side) on a monument. The traditional positioning is the husband on the **left (blue)** and the wife on the **right side (pink)** unless they opted for a 'Reverse Burial'.
- Here is a graph to help clarify the positioning in:



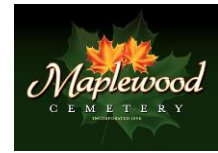
- The **MWC public** website <https://maplewoodcemetery.org/> has a lot of information about Maplewood Cemetery. Do not be worried about referring a customer or vendor to the website. The maps, listings, **Frequently Asked Questions (FAQs)**, our **Rules & Regulations**, and more are there.

Order Entry Preparations:

- All information needs to be verified:
 - Section Lot Grave (SLG). Is this the correct location?
 - Name(s) of the sub-customer or those on the inscription.
 - Are these the names in our records?
 - Is the sub-customer '**authorized**' to make these decisions?
 - Are they the deed owners?
 - Do they have authorization from the owners if they are not the deed owners.
 - Follow the NYS Cemetery Division rules for the hierarchy of family inheritance of authorization.
 - We have been advised to make sure that we know what inscriptions are planned.

Foundation Sales Training

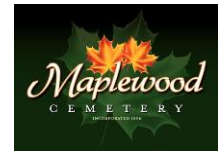
The Maplewood Cemetery Sales Process



- There have been reports of inappropriate inscriptions in other cemeteries.
 - This is more difficult if the inscription in question is not in our language. The monument vendors would have to help in this case.
 - Does the requested size meet our requirements?
 - Include the mowing collar in the overall dimensions, where required.
 - Some have pushed to get acceptance even when they know the size is too large.
 - Keep in mind that there is a minimum price.
 - What are the timing expectations?
 - Some families plan their services based on the expected delivery date.
 - Our foundations require adequate time to be installed and cure.
 - The primary timing issue has been the availability of the monument.
 - Do not commit to anything that cannot be verified.
 - Foundation orders can be emailed, or USPS delivered. If a 'phone order' is received, ask for a 'paper-copy' (or email) to verify.
-
- All foundation orders are to be entered and managed in Quick Books Online (**QBO**).
 - The customer price and the contractor cost are calculated on the **MwcAdmin** website.
 - Our **customers** for foundation orders are the **monument companies**. Their customers, becoming our '**sub-customers**' in QBO, determine the size and location of the monument orders.
 - The QBO structure of allowing **sub-customers** gives us the capacity to bill each monument vendor as 1 customer regardless of how many foundation orders they submit to us.
 - During the winter months when we do not install foundations, we queue up for the orders and submit them to the foundation contractor in the spring.
 - Many of our regular monument companies use our website to look up their customer's location, Section, Lot, Grave (**SLG**) and should know how much to charge for the foundation.
-

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The Maplewood Cemetery Sales Process



Receiving the Order:

Woodside Granite Industries, Inc.
13890 Ridge Rd W
Albion, NY 14411
Phone: 585-589-4500
Fax: 585-331-8248
Email: info@woodsidegranite.com

Foundation Order

Date: 01/09/2024
Order Number: 141544

Cemetery
Maplewood Cemetery
c/o Gary Stockmaster
24 Finton Road
Clarkville, NY 14428

Please build a memorial foundation on:

Section: K Length: 2.0 x 10 x 1.6
Lot: 12 Width: 1.6
Graves: 19 Add border to this dimension if applicable
Memorial For: OLIVER, DEBRA Died: 2023

Comments: 24x10 + 2 K.C. collars 26x12 \$468/250-

Purchased By:
LAURIE LA MARTINA
221 WEST 21ST ST APT. 5D
NEW YORK, NY 10011
585-797-7031

Please mark foundation with the deceased's last name, take a photo and/or forward us a map of the grave location

Here is the initial foundation order from Hart Monuments (owned by Woodside Granite).

Review and verify the order in **MwcAdmin**:

Searching for: oliver
MWC Database Output Rev. 2.2R

The Results loop begins: 1

Last	First	Middle	Section	Lot	Grave	Rev	Int	Cre	CrePos	Update	Dod	Age	Grave_Sold	Price	Owner	Vet	VFH	Mnt	MntCo	MntYr
Oliver	Debra	Ann	K	12	19		X	C	40	2024-01-09	12/26/2023	68	2024-01-03	\$ 1200	Daniel LaMartina			0	Hart	

- Debra Oliver owns a single grave: K12 #9 and she is interred.
- A 2.0' x 10" (24" x 10" by 1.6' tall) will fit.

Now, calculate the customer's **Foundation \$** cost using **MwcAdmin**. This monument will require a mowing collar.

Enter Foundation Size

24 x 10

Notes: 1. Flush monuments do **NOT** require a mowing collar.
2. All Veteran Markers are charged the minimum price, (24x12 plaque)
3. The default is a 1" mowing collar on all sides (adds 2x2).

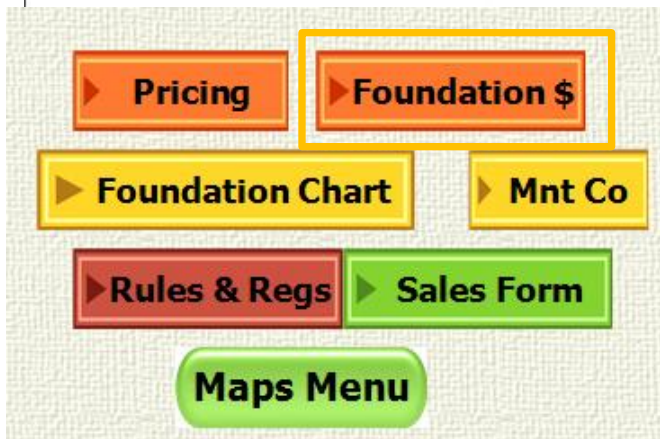
Is a Mowing Collar Required?

- ☒ **Yes** (default)
☐ **No**

Calculate \$

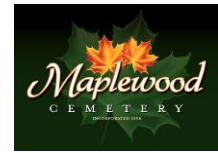
Calculating Foundation price and cost for: 26 x 12
> **MWC Foundation Cost Output**

Width	Length	MWC Cost	Customer Price
26	12	\$ 250	\$ 468



Foundation Sales Training

The Maplewood Cemetery Sales Process



Entering the Order into QBO:

QuickBooks Online (QBO): This is fundamentally the finance core of the cemetery. This is also a web-based application with restricted access. The Treasurer may grant access levels to those that require access for sales creation, tracking or audits.

- **All MWC financial transactions are managed in QBO.** The customer contact and sales information are entered and managed in QBO. The payments made and any balance due are recorded here and categorized as required.
- **E-Invoices** are generated by the Treasurer in QBO. These **E-Invoices** allow an electronic invoice with a link for customers to pay via PayPal or with credit cards directly. A receipt is automatically sent to the customer and their payment is credited to their QBO account bill. We also pay a lower % charge for the E-Invoice usage than us manually entering the credit card information.
- **Most Monument vendors** are still requesting paper invoices and will pay by paper check. That may change over time. An email address for the monument vendor would allow for **E-Invoicing**.



Login to QBO and select the CUSTOMERS tab. On the right side click on **New Customer**.



QuickBooks. The new customer forms will show.

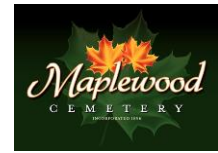
1st, enter the **'Sub-customer'** information. Since this is the sub-customer, only minimal information is needed.

2nd: Check the **sub-customer box**, select the **'Parent Customer'** from our contacts pull-down list, and check the **'Bill Parent Customer'**. The Parent Customer information will appear as shown below.

You can add the notes at the bottom of the screen:

Foundation Sales Training

The Maplewood Cemetery Sales Process



On the right side click on **New transaction** and then **Pledge**.

An Invoice form will appear to enter the new pledge.

Notice that the customer is listed as:

Invoice #2135

Customer: Monuments - Hart Monument Co. (Selected)
Customer email: Separate emails with a comma
+ Add new
Debra A Oliver (Sub-customer of Mo...)

Online payments: ☒ Cards, ☒ Bank transfer, ☒ PayPal, ☐ Tips

BALANCE DUE: **\$468.00**
Receive payment

Billing address: Hart Monument, 2301 Dewey Avenue, Rochester, NY 14615
Shipping to: Debra A Oliver, 2301 Dewey Avenue, Rochester, NY 14615

Terms: Net 30
Pledge date: 01/09/2024
Due date: 02/08/2024
Ship via: [Blank]
Shipping date: [Blank]
Tracking no.: [Blank]

Section: K, Lot or Row: 12, Grave: 19

Tags: Income: Foundations

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	01/09/2024	Foundations:Foundation Order	K12 #19, 26x12 single, Debra Oliver (Woodside-Hart)	1	468	468.00		Cem Services:Foundation

Subtotal: \$468.00

Enter the order information in the invoice form.

The **Terms and the Due date** fields will vary depending on the time of year. The Term is usually set to 'Due on Receipt'. This can be changed once we know the foundation is installed and we are ready to bill the customer – monument vendor.

Using the **sub-customer** option also helps the monument vendor identify which of their customers we have completed the foundations for.

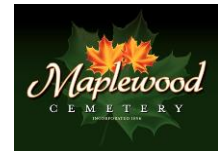
The **Tags** field is a pull-down that can be used by us when we generate reports. In this case I have tagged it as Income – **Foundations**.

The main portion of the order is next, creating the details and the amount to be billed.

Service Date is the order entry date.

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The Maplewood Cemetery Sales Process



The **Product/Service** is a pull-down menu. Select **Foundation Order** for the 'Income' portion of the foundation. The Install Foundation – Cost will be used later as our expense to be paid to the foundation contractor.

Fill in the **DESCRIPTION** area as shown. The monument vendor is shown in parentheses. This description will be used again in the foundation contractor's purchase order (PO).

Adding this same description to the 'Message on pledge' box helps to identify this order on reports.

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	01/09/2024	Foundations:Foundation Order	K12 #19, 26x12 single, Debra Oliver (Woodside-Hart)	1	468	468.00		Cem Services:Foundation
2		Foundation Order	Monument Foundation Foundations					
		Install Foundation - Cost	KJKCS Foundation Installation cost - Expense Foundations					
						Subtotal		\$468.00
						Taxable subtotal		\$0.00

The **Products & Services** section of QBO is where our items for sale or purchase are listed. In most cases our items/services have a '**Sales Price**' associated with them. In the case of Foundations, the prices vary and need to be manually entered in the **RATE** field of the Invoice.

Sales

Overview	All sales	Pledges	Estimates	Payment links	Deposits	Customers	Products & services
☐	NAME	SKU	TYPE	SALES DESCRIPTION	SALES PRICE		
☐	 Foundation Order		Service	Monument Found...	0		
☐	 Install Foundation - Cost		Service	KJKCS Foundatio...	0		

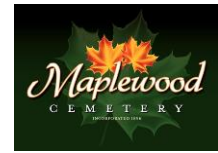
QBO also uses a **CLASS LIST** to group items together for searches or reports.

The **Class pull-down** in the order above should be selected as **Cem Services: Foundations**. Using the CLASS item allows for any **Cem Services: Foundations** items to be reported. This becomes important when running a Profit-Loss (P-L) report for any class. The income items for foundations and the expense (installation) items can be included in the P-L report. The P-L net value should be a positive \$ amount when the report is run.

Classes	
← All Lists	
☐	NAME
☐	Cem Services
☐	Disinterment
☐	Foundation
☐	Grave Sale

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Tags Income: Foundations Start typing to add a tag Manage tags

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	TAX	CLASS
1	01/09/2024	Foundations:Foundation Order	K12 #19, 26x12 single, Debra Oliver (Woodside-Hart)	1	468	468.00		Cem Services:Foundation
2								

Message on pledge
 K12 #19, 26x12 single, Debra Oliver (Woodside-Hart)

Message on statement
 K12 #19, 26x12 single, Debra Oliver (Woodside-Hart)

Select tax rate
 Based on location ▼ \$0.00 [See the math](#)
 Need help with sales tax? [Learn more](#)

Shipping
 Tax on shipping \$0.00
 Total \$468.00
 Deposit
 Balance due \$468.00

Finishing up the foundation invoice:

The bottom of this QBO form allows for multiple functions to be performed.

1st **SAVE** the invoice>

The **'Customize'** button allows for the template to be used. In this case it is the **MWC Invoice**.

Select the **'Print or Preview'** button to see what the **MWC Invoice** now looks like.

Select the green **'Save and Close'** button to finish.

The pull down on the **'Save and Close'** button will allow you to **'Save and Send'** if you are emailing this as an E-Invoice.

MAPLEWOOD CEMETERY ASSOCIATION
24 Flinton Run - Business Office
CHURCHVILLE, NY 14428

INVOICE

BILL TO: Hart Monument, 2301 Dewey Avenue, Rochester, NY 14615
 SHIP TO: Debra A Oliver, 2301 Dewey Avenue, Rochester, NY 14615
 INVOICE # 2135
 DATE: 01/09/2024
 DUE DATE: 06/03/2024

SECTION	LOT OR ROW	GRAVE
K	12	19

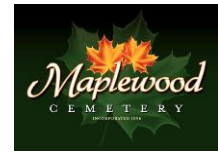
DATE		QTY	RATE	AMOUNT
01/09/2024	Foundations:Foundation Order K12 #19, 26x12 single, Debra Oliver (Woodside-Hart)	1	468.00	468.00

Thank you for your business!
 If you want to pay by check, send to:
 Maplewood Cemetery
 24 Flinton Run
 Churchville, NY 14428
 K12 #19, 26x12 single, Debra Oliver (Woodside-Hart)

SUBTOTAL 468.00
 TAX 0.00
 TOTAL 468.00
 BALANCE DUE **\$468.00**

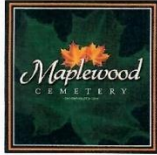
Foundation Sales Training

The Maplewood Cemetery Sales Process



Now the foundation installation PO

MAPLEWOOD CEMETERY ASSOCIATION
24 Flinton Run - Business Office
CHURCHVILLE, NY 14428



Purchase Order

VENDOR
Kurt J Knapp
KJK Cemetery Services LLC
283 Chelsea Meadows Dr
West Henrietta, NY 14586 US

SHIP TO
MAPLEWOOD CEMETERY
ASSOCIATION
24 Flinton Run
Churchville, NY 14428 US

P.O. NO. 1011
DATE 02/12/2024

	QTY	RATE	AMOUNT
Foundations:Install Foundation - Cost			
K12 #19, 26x12 single, Debra Oliver (Woodside-Hart)	1	250.00	250.00
Foundations:Install Foundation - Cost			
J16 #9, 26x14 single, Grace Dean (Stone Art)	1	291.00	291.00
Foundations:Install Foundation - Cost			
J10 #23, 38x14, single centered, Theis, Scott & Monica, (Woodside)	1	426.00	426.00
Foundations:Install Foundation - Cost			
C373 #8, 26x12 single, Justin Osborne, (Woodside - Oakley)	1	250.00	250.00
TOTAL			\$1,217.00

K12 #19, 26x12 single, Debra Oliver (Woodside-Hart)
J16 #9, 26x14 single, Grace Dean (Stone Art)
J10 #23, 38x14, single centered, Theis, Scott & Monica, (Woodside)
C373 #8, 26x12 single, Justin Osborne, (Woodside - Oakley)

Approved By _____

Date _____

The Purchase Order should include more than 1 foundation whenever possible. This makes things more efficient for us and our contractor.

The RATE is the MWC Cost calculated earlier. This is what we will be billed for the foundation installation.

There should be a corresponding individual monument vendor (customer) invoice for each one of these. It is recommended that the individual invoices be created before generating the contractor PO.

This PO can be edited and have additional foundation orders added to it before sending it to the contractor.

The contractor prefers having the monument vendor listed, as shown. Some of the monuments are received and installed by our contractor.

Other monument vendors use their own contractor to install the monuments.

Remember, ALL foundations are reviewed, approved, and installed by us and our contractor.

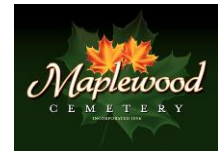
Scheduling: Once a PO is submitted to our contractor, it may take 2-4 weeks for the foundations to be installed.

The timing depends on a few things but is rarely an issue that delays a monument's installation. Recently the monument vendors have been quoting 3 – 12 months for the monument to be ready for installation.

Billing: Once the foundations have been installed, we can bill the monument vendor. The foundations must be paid for before any monument can be installed.

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Creating the foundation installation PO

To create a new foundation PO:

Open QBO, click on the **Vendor** tab, search for our contractor, select **KJK Cemetery Services**.

Expenditures

Expenditures Bills **Vendors** Contractors Mileage

KJK Cemetery Services LLC Edit New transaction

KJK Cemetery Services LLC | 283 Chelsea Meadows Dr, West Henrietta, NY 14586

New account and vendor 1/8/2024

\$0.00 OPEN

\$0.00 OVERDUE

Once this screen appears, select the **New transaction** button, and select **Purchase Order** item.

Then a new PO form will appear with the contractor's information filled in.

Jump down to the **Item details** section to start entering the order information:

Purchase Order

Vendor: KJK Cemetery Services LLC Email: KJKCemeteryServicesLLC@gmail.com

Purchase Order status: OPEN

Mailing address: Kurt J Knapp, KJK Cemetery Services LLC, 283 Chelsea Meadows Dr, West Henrietta, NY 14586 US

Ship to: Select customer for

Shipping address: MAPLEWOOD CEMETERY ASSOCIATION, 24 Flinton Run, Churchville, NY 14428 US

Purchase Order date: 03/05/2024

Ship Via: Permit no.

Section: Lot or Row: Grave:

Tags: Start typing to add a tag

Category details

#	CATEGORY	DESCRIPTION	AMOUNT	CUSTOMER / PROJECT	CLASS
1					
2					

Item details

#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CUSTOMER / PROJECT	CLASS
1							
2							

Your message to vendor: Memo: Attachments: Add attachment, Max file size: 20 MB, Show existing

Total: \$0.00

Revision date: 3/6/2024

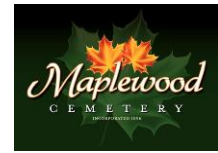
Gary Stockmaster

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Edit a new or existing foundation PO:

This part will be the same for editing a new or existing foundation PO.

There are similarities to the 'Customer' Invoice with the following exceptions:

The product/service item will now be: **Install Foundation – Cost.** The Rate amount entered will be the contractor cost, an expense for us.

Item details					
#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	
1	Foundations:Install Foundation	K12 #19, 26x12 single,	1	250.00	
	Equipment Purchase				
2	Foundation Order	Monument Foundation Foundations			
3	Install Foundation - Cost	KJKCS Foundation Installation cost - Expense Foundations			

The other exception is the 'Customer/Project' pull-down. You can start entering the sub-customer's name. Just make sure you pick the entry linked to the monument vendor. There may be more than 1 entry for that name.

The description field should be the same description that you entered on the Customer Invoice.

The Class field should also be the same as you entered on the Customer Invoice.

Item details								
#	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT	CUSTOMER / PROJECT	CLASS	RECEIPT
1	Foundations:Install Foundation	K12 #19, 26x12 single, Debra Oliver (Woodside-Hart)	1	250.00	\$250.00	Monuments - Hart Monument Co.:Deb	Cern S	
2	Foundations:Install Foundation	J16 #9, 26x14 single, Grace Dean (Stone Art)	1	291.00	\$291.00	Stone Art Memorial:Grace Ellen Dean	Cern S	
3	Foundations:Install Foundation	J10 #23, 38x14, single centered, Theis, Scott & Monica, (Woodside)	1	426.00	\$426.00	Monuments - Woodside Granite:Scott	Cern S	
4	Foundations:Install Foundation	C373 #8, 26x12 single, Justin Osborne, (Woodside - Oakley)	1	250.00	\$250.00	Monuments - Oakley (Woodside):Lynr	Cern S	
5								
							Total	\$1,217.00

Revision date: 3/6/2024

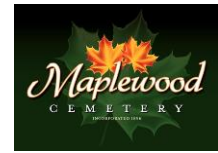
Gary Stockmaster

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Foundation Sales Training

The Maplewood Cemetery Sales Process



Form interface for creating a foundation PO. It includes fields for "Your message to vendor", "Memo", and "Attachments". The "Your message to vendor" field contains text: "K12 #19, 26x12 single, Debra Oliver (Woodside-Hart)", "J16 #9, 26x14 single, Grace Dean (Stone Art)", "J10 #23, 38x14, single centered, Theis, Scott & Monica, (Woodside)". The "Attachments" field has a button "Add attachment" and a note "Max file size: 20 MB". The "Memo" field has a "Privacy" link. At the bottom, there are buttons: "Cancel", "Revert", "Print", "Make recurring", "More", "Save", and "Save and close". The total amount is displayed as \$1,217.00.

Finishing the foundation PO:

Like the Customer Invoice process and options, you should **SAVE** the PO, then you can **PRINT** it. The **Save and Close** can be selected if it is not time to send the PO to the contractor. The email address is in the contractor's profile, so if it is ready to send, select **Save and SEND**.

Tips:

- I would recommend keeping all the customer invoices and this foundation PO together. If more invoices are added, then the PO needs to be revised and reprinted. This gives you an accurate and up to date collection of foundations orders.
- The foundation locations, SLG, need to be staked before the PO is sent.
- Circle the SLGs that are included in this PO on a copy of the



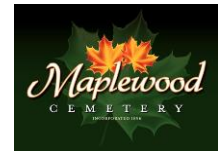
This Section Layout Map is available on the MwcAdmin website.

This process will help you manage the foundations easier from start to finish. Attach this map to your packet of invoices and the PO.

The Monument vendors have requested that a copy of this map with their orders shown be included with the invoice.

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Other Reference materials: All are on the [MWC Admin website](#).

Reports/NYS Cemetery Div

- cemeteries-101-basics
- cemeteries-101-accounting-basics
- Not-For-Profit-Corporation-Law-Article-15-Public-Cemetery-Corporations
- NYS public cemetery regulations
- NYS treasurers-manual-final-100611

Reports/Training

- MWC Treasurer QBO Training
- MWC Treasurer Training
- MWC Sales Training
- MWC Business Reports
- MWC PM Reports
- MWC Graves SOLD Reports
- MWC Section Maps Training
- MWC Documents and Forms
- MWC Foundation Sales (this document)