HOW TO PLACE A COKE ORDER via PHONE

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Part of Product Order Procedure

* **Step 1**: Review the ‘[How to Place a Food Order](https://toppershq.sharepoint.com/_layouts/15/WopiFrame.aspx?sourcedoc=%7B8B93B3BB-C4B4-44FB-AC7F-A97B6FF9BC14%7D&file=How%20to%20Place%20a%20Food%20Order.docx&action=default)’ procedure for directions on how to estimate build-to’s
  + The “Suggested Order” section of the order estimates will tell you exactly how much to order from Coke based on your sales
  + If your suggested order tells you to order 0, but your amount needed and your current inventory are within .25 case, order 1 more
* **Step 2**: Write down what you need to order for each flavor next to “Suggested Order” section
* **Step 3**: Call your Coca-Cola distributor that is used in your geographical district
* **Step 4**: Select option for sales
* **Step 5**: Let the Coca-Cola rep know what your customer number is
* **Step 6**: Order the amount of soda you had written down next to your “Suggested Order”