**Step-by-Step Procedure Test**

(Fill in short answers below each questions, answer do not need to have the exact wording from the manual but should contain the basic idea. Answers can be 2 sentences or less.)

1. **Before leaving for the residence**

What should you do before leaving for the residence?

1. **Understand map directions and make sure vehicle has fuel**

Why is this important?

1. **Greeting**

Where should you park?

Describe what you do after knocking on the door.

Should you enter the house before or after you are invited in?

What do you ask about your shoes?

How do you build rapport before starting the survey?

1. **Explain Survey Process to the Customer**

Explain what you tell the customer before starting the survey.

**5. On-Site (Inside Residence) Portion of the Table of Measurements**

**Tally**

Explain the survey and tallying process.

1. **Consult with Customer to Complete the Survey Sheet**

Where should you discuss the survey sheet?

1. **Explain Company Flyer and Customer Prep Sheet**

Briefly describe the Flyer and Prep Sheet

1. **Departure**

Briefly describe how you should depart.

1. **In Car After Survey**

What should you complete in the car after the survey?

1. **Sales Manager Meeting After Survey**

What is the purpose of the Sales Manager Meeting?