

## February 2020 – MONTH END

Month End is a very important event in our business calendar for both NeoLife and our Distributors. It is always our aim to provide the best possible service and to facilitate the smoothest possible procedure.

We would appreciate your co-operation with the requirements noted in this communication.

<u>DATE</u>	<u>DAY</u>	<u>TIMES</u>	<u>DESCRIPTION</u>
29/02/2020	Saturday	09h00 – 13h00	Month End Support – All of Africa
02/03/2020	Monday	08h00 – 20h00 08h00 – 18h00 08h00 – 18h00	Month End Day 1 – Longmeadow, Durban & East Africa Month End Day 1 – Cape Town & rest of Southern Africa Month End Day 1 – Nigeria & West Africa
03/03/2020	Tuesday	08h00 – 12h00	Month End Day 2 – All Africa Open to World Team Only <b>Provisional pooling East &amp; Southern Africa</b>
04/03/2020	Wednesday	08h00 – 12h00	Pooling Day – All Africa Only open to President's Team members until 12h00
05/03/2020	Thursday	08h00 –	New Month, March 2020 – All of Africa
		08h00 – 10h00	Commission Cheques available for sorting in Johannesburg, East Africa & West Africa Rest of Southern Africa's Commission Cheques would be available at local DCs within 2 to 3 workdays

**“NB. The last day for Internet / Web orders will be at midnight on Monday the 2<sup>nd</sup> of March 2020. Any orders after this day will be allocated to the new Sales Month.”**

We would appreciate your co-operation with the requirements noted in this communication.

Login to your Back-office's 'Sales Performance' report to track and monitor your progress.

The pooling is updated every 30 minutes throughout the month. At the top of the report the date and time it was last updated is clearly indicated.

Please note that no provisional Pooling will be sent.

Should you require more information please contact your nearest NeoLife Distributor Centre.

Regards

**NeoLife International**

Help us to make the world a healthier and happier place. Starting with you.