

OrgChart Professional Rush Service Instructions

If you have an important deadline to meet or just need someone to create your charts our professional consultants can do the job.

Please read the following requirements that will enable us to build your charts and return them to you in the shortest time possible.

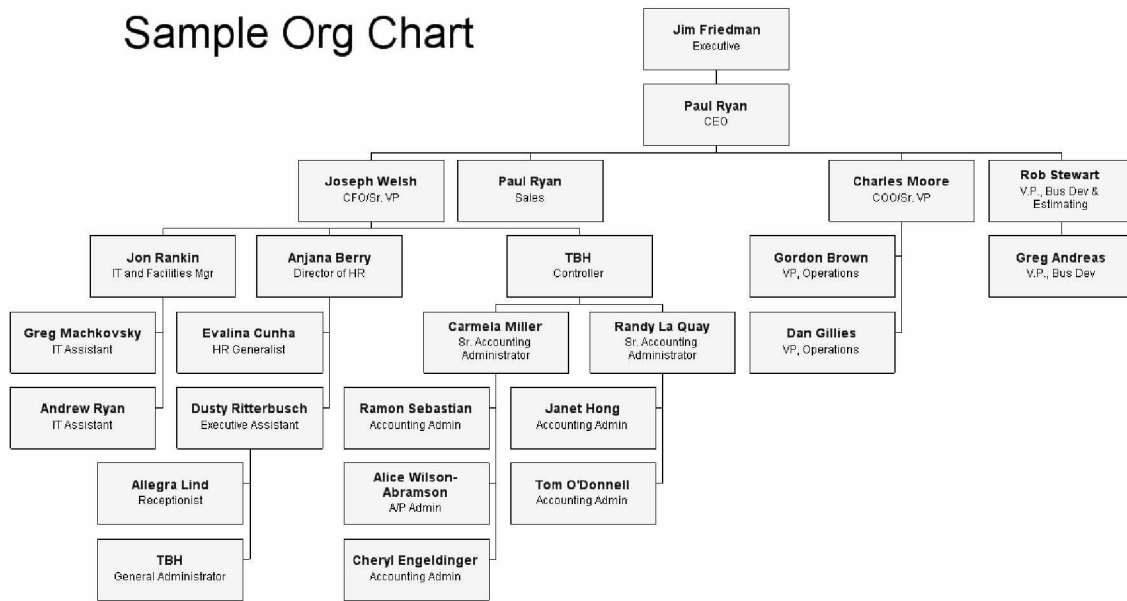
What we need:

1. A list of your employees and their supervisors.
2. In addition you may have up to 3 fields of other organizational information.
3. Column A will contain the list of employees. Column B or C will contain their supervisor's name.
4. The list should be provided in Microsoft Excel and will look as the following example:

	A	B	C	D	E
1	Name	Title	Supervisor	Department	Phone
2	Jim Friedman	Executive	<None>	any text	any number
3	Paul Ryan	CEO	Jim Friedman		
4	Joseph Welsh	CFQ/Sr. VP	Paul Ryan		
5	Paul Ryan	Sales	Paul Ryan		
6	Charles Moore	COO/Sr. VP	Paul Ryan		
7	Jon Rankin	IT and Facilities Mgr	Joseph Welsh		
8	Anjana Berry	Director of HR	Joseph Welsh		
9	TBH	Controller	Joseph Welsh		
10	Carmela Miller	Sr. Accounting Administrator	TBH		
11	Randy La Quay	Sr. Accounting Administrator	TBH		
12	Greg Machkovsky	IT Assistant	Jon Rankin		
13	Evalina Cunha	HR Generalist	Anjana Berry		
14	Dusty Ritterbusch	Executive Assistant	Anjana Berry		
15	Allegra Lind	Receptionist	Dusty Ritterbusch		
16	TBH	General Administrator	Dusty Ritterbusch		
17	Ramon Sebastian	Accounting Admin	Carmela Miller		
18	Alice Wilson-Abramson	A/P Admin	Carmela Miller		
19	Janet Hong	Accounting Admin	Randy La Quay		
20	Tom O'Donnell	Accounting Admin	Randy La Quay		
21	Cheryl Engeldinger	Accounting Admin	Carmela Miller		
22	Andrew Ryan	IT Assistant	Jon Rankin		
23	Gordon Brown	VP, Operations	Charles Moore		
24	Dan Gillies	VP, Operations	Charles Moore		
25	Rob Stewart	V.P., Bus Dev & Estimating	Paul Ryan		
26	Greg Andreas	V.P., Bus Dev	Rob Stewart		

5. It is important to note that the names of employees and supervisors must be spelled consistently. Also, the top person in the organization will not have a supervisor. Everyone else should have a supervisor.
6. The above list creates the following organizational chart:

Sample Org Chart



7. Charts can be formatted in an infinite number of ways, however our basic service pricing includes formatting similar to the above example.

OrgChart Service Pricing

If you have special requirements for your charts please call to discuss. The following are prices for our basic chart building service:

Chart Size in Number of Boxes (or Employees)	Price
50 and Under	\$50
51-100	\$100
101-200	\$250
201-300	\$400
301 and over	Call for pricing

Terms:

Payment can be made by credit card or purchase order, and payment is due upon receipt of the finished work. We are committed to customer satisfaction and will do everything possible to ensure your requirements are met. You will not be charged if you are not satisfied.

Questions?

If these instructions are not clearly applicable to your organization or if you have any questions please do not hesitate to contact us at (415)897-4610 or email us at support@orgchartprofessional.com.