

| Description | | Primary | Secondary |
|-------------|--|----------|-----------------|
| 06.26.24 | Sign Family Shield loan documents | Dan | John/Mark |
| | Collect troubled accounts | Dan | Sherry |
| | Go to Bank to collect payments | Amanda | Dan |
| | A/R Questions and Follow-up | Sherry | Dan |
| | Insurance Claims | Amanda | Sherry |
| | Pricing Adjustments/Discounts/Payment Plans | Chad | Dan/John/Mark |
| | Go to the bank with cash payments from Lititz or bring to King | Dan | John/Mark/Dolly |
| | Sign Checks | Dan/Chad | Chad/Dan |