**Coupons are sent monthly from Best West from Cheryl McDonald (****cheryl@bestwest.ca**).

* Spreadsheets and backup are emailed.
* Physical backup is brought back with Phil.
* Physical backup for Champion is sent quarterly.
* Physical Backup for Boreal is filed.
* All backup is emailed to the suppliers with spreadsheets.

**Coupons from Atikokan are brought back by Phil.**

* Atikokan only sends backup, they must be counted and entered manually.
* Atikokans spreadsheet is in G:drive
* Champion and Maddies gets Best West and Atikokan sent together on the same sheet.

Spreadsheets are in G:drive under Atikokan/2018 credits

Accana and Orijin are Champion. Excel sheet is in **G:drive/Champion/2018 credits.**

Boreal is Maddies. Excel sheets in **G:drive/Boreal/2018 credits**

Profile and Diet Rich are our in house coupons,

For Best West we use their sheet and enter the credit from their total.

Spreadsheets once filled out are emailed along with the backup Cheryl sends to:

Champion: Carolyn Navarro cnavarro@championpetfoods.com

Maddies: Naz Khan nkhan@maddiespet.com

Champion Provided us with their own sheet that we must enter the information into.

Maddies gets emailed a copy of our Spreadsheet that we enter the information into.

We print the spreadsheets, attach to the summaries from Best West and file them downstairs.

Profile and Diet Rich get filed with their summaries, and all backup.

A copy of the spreadsheet printouts get attached to the invoices that have the credits on them.