

**Together *Everyone* Achieves *More*
With *Organization Recognition Knowledge***

A Simple Way to **Reduce Contracts in Transit** and **Deliver More Vehicles...**

Combine the **Save-a-Deal** and **Contracts-in-Transit Meeting** as one:

Usually, when done, if done at all, or with any consistency, a Save-a-Deal meeting is when the Sales and Business Management Team get together to review previous days unsold prospects and review deals that have been written but not delivered. The Contracts-in-Transit Meeting is when the Sales and Business Management Teams, with the Comptroller, get together and provide updates and develop a plan of action on deals that are delivered but not yet funded. Most save a deal meetings are put together hastily during the final days of a month to generate a few more sales. CIT meetings on the other hand, most likely are held throughout the month whenever the Comptroller or Office Manager senses a cash flow problem. Rarely are these much needed meetings considered a necessary component of everyday Dealership Operations.

Both of these meetings can be held at the same time and should occur either daily or several times a week. Combining these meetings will be more efficient and productive resulting in more deals and quicker funding here's why:

- ✓ It is less demanding to schedule one meeting rather than two. The meeting can be set before the start of each shift immediately following a brief sales meeting and trade walk.
- ✓ Getting all of the key players together promotes a team culture, reduces the urge to point fingers, creates a sense of urgency for getting things done, and has everyone involved which amplifies and speeds up the results.

Meeting Format

Frequency:Daily at the Start of Each Shift except for weekends.

Duration:.....30 Minutes – Maximum

Meeting Attendees:General Manager
.....Comptroller
.....General Sales Manager
.....Business Manager/Director
.....New Vehicle Manager
.....Used Vehicle Manager

What the team will need for each meeting:

- ✓ Sold Log
- ✓ Unsold prospects from previous day (*Includes All Traffic Sources*)
- ✓ C.I.T. Report
- ✓ Bank Submits
- ✓ Appointments for Today

How to run it:

1. The meeting should start by reviewing the previous day's assigned responsibilities.
 - a. Who, What, Where, When and How
2. Review CIT Report and establish a game plan to speed up funding.
 - a. Bounced Contracts
 - b. Held Offerings
 - c. Short Funded
 - d. Chargebacks and Adjustments
3. Next the meeting should take an up beat tone by reviewing the status of each deal from the previous day.
 - a. Pending, Delivered, Booked
 - b. Discuss Conditioned Deals
 - c. Any Stips Missing
 - d. All Monies in the house
 - e. Verify today's deliveries
4. Review previous day's NO-SALES
 - a. Phone
 - b. Internet
 - c. Floor Traffic
5. Assign responsibilities for each category and a time frame from completion of task.
 - a. Who is going to ensure its completion?
 - b. What has to happen in order to complete the task?
 - c. Where is it going to get completed?
 - d. When is it going to happen and be completed?
 - e. How is it going to get completed?

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