

Counter Sales & Billing SOP

Building Materials & Hardware

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes a counter sales and billing SOP — enquiry to quote to bill, correct rate/weight/GST, credit check, no-bill-no-issue discipline, and daily cash/stock tally — so the counter is fast, accurate and leak-free. Use it to run the counter. For quotes use the Quotation & Order Builder.

Purpose of this tool & output

Run a fast, accurate, no-leak counter

How the output is used

Use it to run a fast, accurate, no-leak counter — billing, pricing, credit entry and cash handling done the same way every time.

Important cautions

Enforce no-bill-no-issue and gate-pass discipline; material leaving without a bill is the single biggest counter leakage.

Companion documents

- Quotation & Order Builder
- Contractor & Builder Sales Playbook
- Upsell & Cross-Sell Guide
- Delivery & Logistics SOP
- Customer Service & Complaint SOP
- Sales Tracking & Reporting

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