

Who to Call

RESPONSIBILITIES	EXT.	NAME
401(k)	213	Kathy Bilek
Accounts payable	220	Kari Swagler
Accounts receivable	214	Tammi Dreier
Advertising	333	Dianne Woodruff
Billings to clients	214	Tammi Dreier
Cameras	313 333	Deb Kile Dianne Woodruff
Client gifts	331	Linda Amos
Company policies	213 336	Kathy Bilek Jim Jones
Computer equipment / software	256	Mark Hughes
Contract preparation	350 250	Linda Black Cindy Shepherd
Contract document preparation	350 250 230	Linda Black Cindy Shepherd Julie Marshall
Donation requests	313	Deb Kile
Errands, pickups, deliveries	242 217	Jack Fischer Bill Herrig
Faxes, outgoing	200	Hollie Martinez
File storage, long-term, retrieval	313	Deb Kile
Flowers, memorials	313	Deb Kile
Health insurance	213	Kathy Bilek
Insurance certificates	213	Kathy Bilek
Legal issues	315 332 336	Jack Jones Aaron Maassel Jim Jones
Mail, incoming	314 313	Katie Hoops Deb Kile
Maintenance, building	242 217	Jack Fischer Bill Herrig
Payroll	213	Kathy Bilek
Petty cash	313	Deb Kile
Presentation materials	333	Dianne Woodruff
Prints/plots	242 217	Jack Fischer Bill Herrig
Proposals	333 334	Dianne Woodruff Linda Amos
Publications, ordering	313	Deb Kile
Safety program	317	Jim Jones
Seminar attendance	313	Deb Kile
Supplies, office	313	Deb Kile
Supplies, engineering or drafting	242	Jack Fischer
Telephone system	313	Deb Kile
PDG Webpage	339	Beth Barton
PDG Wiki	256	Mark Hughes