DECISION INPUT FORM

Industry Letter Company No. Quarter No.

Production Decisions

1. Production (0-99, Remember!! Enter units, not dollars) 000
   (You may not produce any greater than your capacity)

2. Addition to Size of Production Plant (0-10, Enter units again, not dollars) 000
   (May not exceed 10 thousand units per quarter)

3. Total Quality Management ($0-$200) 000

Marketing Decisions

   (Entry must be one of the above)

5. Advertising and Sales Promotion ($0-$200) 000

6. Number of Salespeople Added this Quarter (-4 to 4)
   (Use negative value to lay off salespersons)

7. Product Development/Enhancement Budget ($0-$200) 000

8. Market Research Studies ($0-$15) 000

Financial Decisions

9. Dividends 000
   (Cannot be greater than last quarter’s “net profit after tax,” may not exceed $50,000, not allowed at all if retained earnings are negative)

10. Loan Addition or Payment ($-999 to $999 as limited) 000
    (Use negative value to make a loan payment)

11. Mini-Case Response 000
    (Always 0)

12. Verification Total 000
    (Add only the handwritten numbers)

Verification Total: Enter a 0 in any item from 1 to 11 that is not used. Add all numbers from items 1 through 11 and place the total in the verification box. Add only the numbers YOU entered, not the preprinted 000's. Subtract any negative numbers. The verification total is used by the person entering your decision value numbers to ensure that data entry is correct; the verification total has nothing to do with your decision results. You may receive a fine if this is not entered or entered incorrectly.

Company Name: ________________________________

Signed By: ________________________________

Date: ____________________ Time: ____________________

CASH ANALYSIS FORECAST

Industry Letter Company No. Quarter No.

This form will aid in planning your cash for next quarter.

Cash Inflow:

Column entries are in thousands of dollars (000's)

Beginning Cash (last quarter’s ending cash) 000

Estimate of Revenue: units sold @ $ per unit 000

Estimate of Interest Income 000

Estimate of Total Cash Inflow 000

New Loan (if taken and within limit) 10 000

Estimate of Total Cash Available 000

Cash Outflow:

Production: units produced @ $ per unit 000

Addition to Production Plant units @ $ per unit 000

Total Quality Management ($0-$200) 3 000

Estimate of Inventory Expense 000

Advertising and Sales Promotion ($0-$200) 5 000

Total Salespeople @ $ (thousand) each 000

(Don’t forget those added or fired this quarter)

Product development ($0-$200) 7 000

Market Research ($0-$15) 8 000

Dividends Paid 9 000

(Cannot be greater than last quarter’s “net profit after tax,” not allowed at all if retained earnings are negative)

Overhead at total capacity of units 000

Estimate of Interest Expense 000

Estimate of Taxes 000

Loan Repayment (if any) 10 000

Estimate of Total Cash Outflow 000

ESTIMATED NET CASH FLOW 000