



**NADA Week 2**

**Action Plan (2)**

**Objective. To work with office to update resale card file by Jan 1 2022**

**Action Plan.**

- 1. Go on California website and download form CDTFA-230.**
- 2. Fill out form with Watsonville Auto Group information and any other info I can pre-fill for customer.**
- 3. Print forms.**
- 4. Print out list of all customers who are listed as resale in CDK.**
- 5. Give list to outside sales person with instructions and deadline.**
- 6. Monitor how many certificates are done weekly and share progress with outside sales person.**

**Ken Hubert**

**6-30-2021**