

# Month-End Procedures

## South Pacific

### Month-End Close

This is the last day of the sales month.

- All Promoters, World Team and President's Team Members must finalise their orders and ensure they have their 100 Personal PV done by 12 midnight AEST. Orders processed after midnight AEST will count toward the following month. No exceptions will be made.
- Month-End Close days can be found in the NeoLife News, which is sent monthly via email, and is also accessible through your Back Office.
  - When the last day of the calendar month is on a weekend or holiday, Month-End Close Day will be the first business day in the next calendar month.
- New sign-ups placed after Month-End Close Day will be processed in the following calendar month.

*Bonus payments will be processed by the 8th business day of each month*