

SERVICE BULLETIN

NO. 279

DATE: 1/07/08



A.J. Antunes & Co.

180 Kehoe Boulevard • P.O. Box 8770 • Carol Stream, IL • USA 60188

PH: 630.784.1000 • TF 877-392-7854 • FAX: 630.784.1655 www.ajantunes.com

TO: ALL AUTHORIZED SERVICE AGENTS / INTERNATIONAL SERVICE PROVIDERS

SUBJECT: SERVICE AGENCY ON-LINE SURVEY / QUESTIONNAIRE

The A. J. Antunes & Co., (Roundup), on-line audit should be done once a year. [To use the A.J Antunes & Co. on-line interactive system you must first turn off any pop-up blockers you may have, this will allow the pop-up screens to appear. Then proceed as follows.](#)

- Go to the A. J. Antunes web site www.ajantunes.com
- With the page displayed select either on the left side or in the middle of the screen the roundup foodservice link.
- Select my account
- Login with your account # and password
- On the left side select the service agency survey
- Fill out completely
- Upon completion of the audit you will be able to print out a certificate of completion

[When you start to fill out the audit you may at any time submit what you have and it will be saved up to that point, but you must complete the form by midnight that same day or the form will reset to zero. If this occurs you must start from the beginning. At any point in the process you can right click the mouse and print out what you have at that point.](#)

To start the audit, fill in the information at the top. Then begin by selecting the answers to the questions from the drop-down boxes. A number will appear in the box to the right relative to your answer. Continue answering all the questions until completed.

For a few questions, you will be asked to enter a point total or a dollar amount. After you have answered all the questions and submitted the audit your point total will be automatically calculated and displayed.

A copy of the audit can be printed for your records by selecting the print command. (After you have submitted the audit), you will also be able to print a certificate with your score and date for posting or for your records. When you print the certificate just select the landscape View and print.

Your next annual audit would be approximately one year from the date of the last audit as listed on the audit form you have just completed or on the certificate. Some audits will still be conducted on site at selected locations each year or as needed.