

MANAGER'S WEEKLY CHECKLIST



MUST BE DONE BY MONDAY OF EACH WEEK

STORE:

FOR W/E:

YOUR SIGNATURE THAT EVERYTHING IS COMPLETE:

EMAIL COPY TO: JOE T. & YOUR SALES MANAGER ~ FILE COPY IN STORE

| ADMINISTRATION | <p><input type="checkbox"/> FULL ORDERS NOT RETURNED: WinTux "Return - All" in <u>Order Status</u> opened for weeks JANUARY 1 through THIS PAST SATURDAY.</p> <p># _____ Use Date _____ # _____ Use Date _____ # _____ Use Date _____</p> <p># _____ Use Date _____ # _____ Use Date _____ # _____ Use Date _____</p> <p># _____ Items on report in RED are Lost. I have contacted customers, Customer Service and also checked store.</p> <p><input type="checkbox"/> OUTSTANDING BALANCES: WinTux Open Balance in Order Status opened for weeks JANUARY 1 through THIS PAST SATURDAY.</p> <p># _____ \$ _____ Reason _____</p> <p># _____ \$ _____ Reason _____</p> <p># _____ \$ _____ Reason _____</p> <p># _____ \$ _____ Reason _____</p> <p># _____ \$ _____ Reason _____</p> <p># _____ All <u>Groom Cancellation Follow-Up</u> sheets have been emailed to Main Office</p> <p># _____ Payroll Budget entered this week</p> <p># _____ Payroll Budget Worksheet (fiscal Monday of every month)</p> <p># _____ WinTux Order Status checked for upcoming 2 weeks "<u>not fitted</u>"</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| RETAIL | <p># _____ Retail Inventory submitted last week and checked for accuracy</p> <p># _____ All available retail items (one of each) on display (not under counter)</p> <p># _____ All outgoing retail items have a POS copy on them</p> <p># _____ All outgoing retail items ... customers called to pick up and date and time of call indicated on POS copy</p> <p>Retail orders not picked up:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Order #</th> <th style="width: 35%;">Customer Name</th> <th style="width: 20%;">Original Pick Up Date</th> <th colspan="2" style="width: 20%;">Call Indicated on POS Copy</th> </tr> <tr> <th></th> <th></th> <th></th> <th style="font-size: small;">Date</th> <th style="font-size: small;">Emp #</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td><td>_____</td><td>_____</td><td>_____</td></tr> </tbody> </table> <p style="text-align: right;">Total number of retail orders <u>not</u> picked up <input style="width: 50px; height: 20px;" type="text"/> (Any order <u>over one month</u> past pick up should be cancelled if customer unreachable and not paid)</p> | Order # | Customer Name | Original Pick Up Date | Call Indicated on POS Copy | | | | | Date | Emp # | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Order # | Customer Name | Original Pick Up Date | Call Indicated on POS Copy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Date | Emp # | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| PRODUCTION | <p>How would you rate Production this week:</p> <p>Delivery <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor</p> <p>Overall Quality <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor</p> <p>Retail <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor</p> <p>If poor, explain and give order numbers:</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUPPLIES | <p># _____ Our store is having problems receiving the following supplies or equipment:</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |