

OUR STORE'S WEEKLY CHECKLIST

TUXEDO JUNCTION

SUIT WAREHOUSE

The checklist must be worked on by everyone during

the week and fillable form sent in on Monday by Manager

7/17/23

STORE:

FOR W/E:

MANAGER'S NUMBER THAT EVERYTHING IS COMPLETE:

# line should have the employee number of the person completing each task

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

MONDAY STATUS CHECK	<div>GO TO <u>STATUS ON WINTUX ON MONDAY AM</u></div> <div>EXPLANATION BELOW OF THE ITEMS CHECKED:</div> <div># STORE RACK- For this <u>past</u> weekend <u>checked &amp; cleared</u></div> <div># OPEN BALANCE- For this <u>past</u> weekend <u>checked &amp; explained</u></div> <div># RETURN-OUT ONLY- For this <u>past</u> weekend <u>checked</u></div> <div>Customer Contacted? <input type="checkbox"/> Hit CC? <input type="checkbox"/></div> <div>GO TO <u>REPORTING ON WINTUX</u></div> <div># <b>Print- WEDDINGS WITH NOT FITTED MEMBERS-</b></div> <div>For NEXT 4 WEEKENDS (Bride Contacted?) <b>BE SURE TO CHECK FOR SHOE, TIE, &amp; PS (SIZING)</b></div>
CREDIT & SIGNATURES	<div>AFTER RECEIVING EMAIL FROM SARNO</div> <div># This week's orders with CREDIT CARD MISSING - printed and notices on outgoing orders</div> <div># This week's orders with SIGNATURE MISSING - printed and notices on outgoing orders</div>
ADMINISTRATION	<div><input type="checkbox"/> <b>LEADSTER:</b> In WinTux <u>REPORTING</u> Select <u>STORE</u>, <u>LEADSTER CALLS</u>, <u>YOUR #</u>, <u>DATE RANGE</u> (Monday - Sunday of prior week)</div> <div><b>Fill in numbers below from report</b></div> <div><b>HOW MANY?</b> Call Attempts_____ Leads Contacted_____ Emails Sent _____ Appointments Made_____</div> <div># <u>Web appointments followed up on and in appointment book and confirmation call</u></div> <div># <u>Checked Retail Inventory Viewer on Wintux to Confirm All Sale Items Are Received as of today</u></div> <div># Any <u>CSR</u> sent in and NOTES on order</div> <div># All <u>Groom Cancellation Follow-Up</u> sheets have been emailed to Main Office and <u>Event</u> cancelled in POS</div> <div># Wednesday <u>Lost</u> and <u>Late Return</u> reports submitted to <b>JOE T LAST WEEK</b></div> <div># <u>Projection sheet posted</u> &amp; updated DAILY for this month</div> <div># <b>Monthly Misc Retail Sales Report-</b> sent at end of month (fillable form.) Date sent _____</div> <div># <b>Monthly Misc Retail Sales Report-</b> (manual form) at front counter</div> <div># All bank receipts picked up daily last week <b>(Y/N)</b></div> <div># <b>Monthly Bank Log-</b> sent to JoeT at end of month. Date sent _____</div>
RETAIL	<div># All <b>outgoing</b> retail items have a <b>POS store copy</b> on them</div> <div># All <b>outgoing</b> retail items ... customers <u>called to pick up</u> and date and time of call indicated on <b>POS copy on item</b></div> <div># Total number of <b>retail orders</b> in your backroom not picked up <div></div></div> <div><b>(Any order <u>over one month</u> past pick up, should be cancelled if customer unreachable and not paid)</b></div>
PRODUCTION	<div>How would you rate Production this week:</div> <div># Overall Quality &amp; Delivery <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor</div> <div># Retail <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Poor</div> <div>If poor, explain and give <b>ORDER NUMBERS:</b></div>
QUALITY CONTROL 4, 3, 2, 1	<div># Quality control sheets (4,3,2,1) in every planner and on store wall units</div> <div># VERY IMPORTANT- At <b>four week check</b>, Do you have <u>BOTH</u> the Bride and Groom Emails in Wintux Event?</div> <div># <b>Wedding Planners: 4, 3, 2,1 weeks worked on?</b> Where are you on each week?</div> <div>COMMENTS: <u>1 WEEK</u> <u>2 WEEK</u> <u>3 WEEK</u> <u>4 WEEK</u></div>