

***By the 3<sup>rd</sup> of the Month***

- Review ALL sales from previous month to be sure commissions were correct. Check to be sure chair rental, non-commission items, etc. are correct.
- Post retail sales for all stylists separating regular product & Kerastase
- Provide totals for commission to Joy in an e-mail.
- Change sign out front, the sign should reflect new products or a new sale.
- Print walk-in list and call-in list. Put both on bulletin board.
- Redo window displays.
- Very deep cleaning of reception desk (all drawers and cabinets). No personal items. No inventory.

***By the 12<sup>th</sup> of the month***

- Review schedule requests, make schedules and e-mail to Joy.
- Check available points for ALL vendors, place orders to be sure all points that will expire this month are used. Have the order approved by Joy before it is placed.
  - Moroccanoil (monthly)
  - Kerastase (monthly)
  - Redken (quarterly)
- Review a 90 day sales report.
  - For all items with a sales qty of 3 or 2, set the item to “reorder 0”. For all items with a sales qty of 1 or 0, set the item to “reorder 0” and clearly mark it down 25% with a sticker. Do not adjust any items that have not been in inventory for at least 90 days (new items).
  - For all items that are selling well (first 2 pages of the report), adjust the reorder qty to have least 2 weeks of inventory in stock at all times (based on the sales rate).
- Send retail sales numbers to Casto.
- Check returns – notify vendors that they must pick up. Send Joy an e-mail listing all returns given to vendors with qty, price and description.
- Very deep cleaning of the retail room (all drawers and cabinets). No personal items.

***By the 22<sup>nd</sup> of the month***

- Revise schedules as requested by Joy. Pass out copies to all staff. Have staff sign the master copy. Place master copy in schedule binder.
- Make checklists for the following month.
- Start a new walk-in list for next month.