

Manager Weekly Checklist

Week Starting ____/____20__

Tuesday

- Print a month-to-date retail sales report for stylists and post on the bulletin board.
- Clean all old/unapproved items from the bulletin board / fridge.
- Check propane tank and call Discount Propane 386-668-0111 for a refill if below 30%.

Wednesday

- Excluding Kerastase, Oribe, and Bumble; review purchase orders from WNE. Check ALL items to see if inventory can be sent from WPV to WNE.
- Transfer items to WNE and remove inventory from the computer.
- AFTER inventory has been removed, print & review all purchase orders for WPV.
- Place all inventory orders to include WPV purchase order items and those that could not be sent to WNE.
- Review supply lists completed by assistants/receptionists previous day. Check to be sure counts were accurate for items to be ordered.
- Fill out supply list on stellaluca.com

Thursday

- Order all other items from SupplyTime as needed (as long as the order exceeds the minimum required for free shipping).
- Review Tabs for all stylists – address all tabs over \$100.

Friday

- Run payroll including commission employees (services & tips). Enter into PayCycle.
- Review jewelry/sunglasses and send Joy an e-mail with any inventory needs.
- As orders are received, all receipts must be filed in back filing cabinet. Review to ensure this is being done.