

Manager Weekly Checklist

Week Starting _____ / _____ 20__

Tuesday

- Print a month-to-date retail sales report for stylists and post on the bulletin board.
- Post a sign reviewing new products, sales, and/or clearance items on the bulletin board.
- Clean all old/unapproved items from the bulletin board.
- Check propane tank and call for a refill if below 30%.

Wednesday

- 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. Create a detailed packing slip.
- AFTER inventory has been removed, print & review all purchase orders for WPV.
- Place all inventory orders.

Thursday

- Review supply lists completed by assistants/receptionists previous day. Check to be sure counts were accurate for items to be ordered.
- Any items to be picked up at a beauty supply store are to be given to Joy in an e-mail.
- Orders for light bulbs, drinks, food, white wine, coffee supplies, receipt paper, cleaning supplies, and computer/prINTER supplies are to be given to Bill in a text.
- Order all other items from approved vendors as needed.

Friday

- Run payroll including commission employees (services & tips). Enter into Paycycle.
- Review jewelry 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.