

TRUNK SHOW INVENTORY MANAGEMENT CHECKLIST

DATE:	Person Running Trunk: _____	Arrived At Store	Left The Store
TRUNK # _____	Trunk: _____	_____ AM	_____ PM
STORE # _____	Store Manager: _____	_____ AM	_____ PM

BEFORE STORE OPENS

		INITIAL WHEN COMPLETED	
		MGR	TRUNK
Store Manager & Person Running Trunk:			
1.	Plug in GPS charger & put pink tag on each item before putting in case.		
2.	Give highlighter(s) for Store Manager/associates-Mark Trunk sku on ticket.		
3.	Transfer Free Gifts to store. Store Manager verify and signs transfer acknowledging receipt of customer free gifts.		
Store Manager:			
4.	Ensure that all merchandise and anything else including free gifts have been removed from the pending drawer and returned to the display case before the store is opened.		
5.	Remind each associate to:		
	a. Highlight each sales ticket with Trunk item; and		
	b. Write a 'T' next to the SKU of each Trunk item; and		
	c. Tape the Color Trunk and other tags to the sales ticket; and		
	d. Each ticket MUST be written BEFORE the merchandise is put in the Pending drawer or if cash, before rung on POS;and		
	e. Not remove any Trunk item from a display case to put on hold unless the customer is present and the sale has been submitted to Credit for an approval; and		
	f. Give the Mgr the SKU for any Employee purchase before 2:00pm or it can't be purchased from the Trunk.		
	g. Don't remove Tunk merchandise from the case for an employee purchase until (a) the employee purchase price for the item is known, & (b) the store manager has completed both an employee purchase sales ticket and a transfer to 1EM & (c) the employee has either paid the store manager with cash, check, credit card and/or Credit has approval a payroll deduction account to pay for each the item, and the employee (d) the employee has decided to buy the item, and (e) the item has been listed on a store case count and recorded as sold.		

***When complete, fax to Loss Prevention (310) 665-2141 and
Staple to Free Gifts Count Sheet & put in Operations Drawer File 3 (Case Cts)***

DURING THE DAY:

Store Manager:	MGR	TRUNK
6. Store Manager should ensure that morning 'Reminders' are properly done by each associate including staff that arrives after the store opens.		
Store Manager & Person Running Trunk:		
7. Conduct a mid-day count to balance (a) the number of Trunk items that are no longer in a display case since the store opened (Person running Trunk determines) with (b) number of Trunk items listed on a sales ticket and sold or that are in the pending drawer for employee purchase or Credit pending sale (Store Manager determines). <ul style="list-style-type: none"> a. Each total must balance with the other. b. Any discrepancy must be resolved or reported immediately to the Regional/District Manager and Loss Prevention. c. <i>Mid-day count is optional depending on how busy it is.</i> 		

AFTER STORE CLOSSES

Store Manager:		
8. Store Manager completes PM count on Free Gifts form.		
9. Store Manager removes all merchandise from pending drawer and returns it to display cases.		
Store Manager & Person Running Trunk:		
10. Person running trunk determines if any Trunk item not sold on POS should be left in the store for the customer to pick up.		
11. Verify Trunk items sold (see 7 above for procedures) <ul style="list-style-type: none"> a. Each total must balance with the other. b. Any discrepancy must be resolved. If item appears to be missing, this must be immediately reported to the Regional/District Manager and Loss Prevention. 		
12. Complete a transfer to the store for each Trunk item that was sold or given away to a customer. Store Manager should verify and sign.		
13. Complete a separate transfer to the store for each Trunk item being held for a future sale to a customer or to a store employee. <ul style="list-style-type: none"> a. Next to each employee sale item write "1EM" & the employee's name & employee #. b. Next to each item being held for a customer write "Held by" & the employee's name & number with the customer's name. c. Store Manager verifies each SKU number is correct, paperwork is completed for each employee purchase, & there is a Credit approval or 20% deposit for each held customer sale before signing the transfer. 		