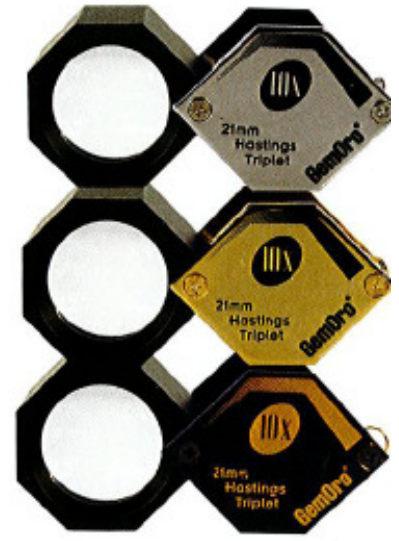


# “PERSONAL” DIAMOND LOUPE ORDER FORM



Both loupes come with a leatherette carrying case.



18mm diameter lens (3/4 inch)

Chrome = #0401G

Black = #0402G

Golden = #0403G

List Price \$29.95

**Special employee price:**

**\$7.00 + .72 tax = \$7.72 Total**

21mm diameter lens (7/8 inch)

Chrome = #0405G

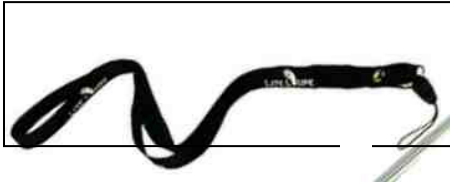
Black = #0406G

Golden = #0407G

List Price \$39.95

**Special employee price:**

**\$13.00 + 1.33 tax = \$14.33 Total**



**Special employee price:**

**Loupe chain #0681 = \$1.78 + .17 tax = \$1.95 total**

To order your “personal” diamond loupe &/or loupe chain follow the Associate Purchase Procedures from the Operations Manual on the next page. We are accepting cash orders only.

Store # \_\_\_\_\_ #Employee # \_\_\_\_\_ Date \_\_\_\_\_ Special order # \_\_\_\_\_

Employee Name (print clearly) \_\_\_\_\_

Loupe style # that you are ordering \_\_\_\_\_ \$ \_\_\_\_\_

Loupe chain style # \_\_\_\_\_ \$ \_\_\_\_\_

Write a special order envelope and fax it along with all the required paperwork (see procedures on next page) to the Special Order Dept. (310) 665-2191.

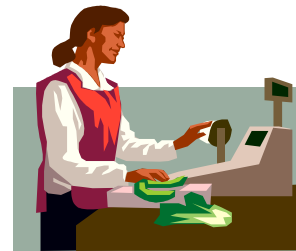
# ASSOCIATE PURCHASE PROCEDURES

## CASH MONEY ONLY

Listed below are the detailed instructions for Store Employee paying for an Employee Sales with Cash Money.

Steps for the Store Manager to complete an Employee Sale paid for with **Cash Money**:

- 1) *Complete a sales slip from the associate purchase sales book for this purchase; and*
- 2) *Put the employee's cash into the Manager's cash drawer; and*
- 3) *Record the receipt of this cash on POS (see POS Manual pg. 120A)*
- 4) *Properly handle the paperwork by doing the following.*



- a. **Give to Associate**
  - The purchasing associate receives the pink POS receipt.
- b. **Send to SMC in A-Box**
  - The original white POS and handwritten receipts are attached to the transfer.
  - (Made out to 1EM) and sent on the next A-Box.
- c. **Put in Store's Daily Work Bag**
  - Make a copy of the white POS receipt for the SMC Daily Work Bag.
- d. **Put in SMC's Daily Work Bag**
  - The pink handwritten receipt is kept in the store's daily work bag.

***Reminder: Only the Manager can complete these procedures for an associate's purchase and a key-holder should do them for the store manager.***