

BUILD OUT COST

ELECTRICAL

- Run POS/Phone Lines
- Run additional electrical cables
- Back door buzzer/Miscellaneous needs

INSTALLATION

- POS
- Computers
- Phones

PAINTING

- SVDP color scheme

CARPENTRY

- Build fitting rooms
- Build walls
- Hang slat wall
- Fixture set up
- Miscellaneous

CONTRACT HOUSEKEEPING

- Strip and wax floors/ Bathrooms
- Detail bathrooms
- Detail cleaning
- Window Cleaning

Estimate cost total: \$ 30,000.00

Spring Store

January 4th order all fixtures and supplies.

February 1st all inspections and permits complete.

March 1st start stocking and putting up fixtures.

April 1st Process complete open April 1st.

Fall Store

June 1st order all fixtures and supplies.

July 1st all inspections and permits complete.

August 1st start stocking and putting up fixtures.

September 1st Process complete open September 1st.

STOCKING PROCESS

Pre-Opening

- **Building Inspection**
- **Fire Inspection**
- **Occupancy Permit** (completed 30 days before access to building)
- **Apply for tax exemption waver** (for personal property tax)

WEEK 1

- Paint store
- Electrical work
- Assemble cash wrap
- Internet/P.O.S. system
- Install office computer
- Install volunteer computer
- Phones
- Security system
- Install janitorial fixtures and supplies
- Build all sales floor & warehouse fixtures
- Outside signs & decals

WEEK 2 and 3

- Process clothing by gender/fill floor
- Process & price housewares/fill floor
- Process linen/fill floor
- Process shoes & purses/fill floor
- Process books/fill floor

WEEK 2 and 3

- Stock sofas & chairs
- Stock all wood furniture
- Stock kitchen sets
- Stock artwork
- Stock lamps, sports & toys

WEEK 4

- Put up all store price signs
- Dress mannequins and bust forms
- Clean glass (windows and fixtures)
- Clean floors and bathrooms
- Soft opening by Monday (half day)
- Open Tuesday through Thursday with giveaways

WEEK 5

- Grand opening Friday morning
- Ribbon cutting with local dignitary
- Saturday – customer appreciation with hot dogs/product specials
- Ensure backup stock of clothes and furniture for next day

NEW STORE MERCHANDISE PROCESS

- ALL STORES PICK AND SAVE GOOD SUMMER CLOTHING
- DENIM, SHOES, SANDALS
- BOX UP AND SEND TO CHRISTY STORE
- WE WILL PUT THEM IN GAYLORDS, LABELED AND PUT IN RACKS
- FROM JANUARY 4th. THUR MARCH 20th.
- WE NEED 1 GAYLORD A WEEK FROM EACH STORE 6 stores.
- THAT SHOULD BE 60 TOTAL GAYLORDS.
- RICHARD WILL KEEP TALLEY

HOUSEWARES SHOULD BE PICKED AND SAVED FROM BALLWIN, ST. CHARLES, LEMAYFERRY STORE

- BOX UP AND SEND TO CHRISTY STORE
- WE WILL PUT THEM IN GAYLORDS, LABELED AND PUT INTO RACKS
- FROM JANUARY 1ST. THRU MARCH 31ST
- WE NEED 1 GAYLORD EVERY 2 WEEKS. THAT SHOULD BE 18 TOTAL GAYLORDS
- RICHARD WILL KEEP TALLEY
- FURNITURE ON DAILY ROUTES
- TAKE TO NEW STORE ON TUESDAY AND THURSDAY
- THAT WILL BE 8 TRUCKLOADS OF FURNITURE BY April 1ST.

STAFFING REQUIREMENTS

	<u>HRS/WEEK</u>
1. STORE MANAGER — FULL TIME	40 HRS.
2. ASSISTANT MANAGER — FULL TIME	40 HRS.
3. 1 x 3 RD KEY HOLDER — FULL TIME	35 HRS.
4. 1 x 4 TH KEY HOLDER — PART TIME	29 HRS.
5. 4 x CASHIERS — PART TIME	100 HRS.
6. 5 x RECEIVER/STOCKER/CASHIERS — PART TIME	125 HRS.
7. 5 x STOCKER/ RECEIVER — PART TIME	125 HRS.

Total Hours: 494 HRS/WK

Fully Loaded Total: \$6,617.00

Weekly Wage Total: \$5,528.70

HIRING PROCESS

- Sign Store Lease
- Employment Ads – 2/15
- Hiring Staff Completed by – 3/15
- New Store Associates work in Stores – 3/15 -4/15
- New Store Stocking Process – 3/15 – 4/15
- Opening New Store- 5/15