

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
- Phones
- Security system
- Install janitorial fixtures and supplies
- Build all sales floor & warehouse fixtures
- Outside signs & decals

WEEK 2

- 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 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