

***By the 3<sup>rd</sup> of the Month***

- Review ALL sales from previous month to be sure commissions were correct.
  - Review all returns from previous month to make sure they are assigned to the correct stylist
  - Check to be sure chair rental & non-commission items, etc. are not rung under any stylist (should be under "Booth Rental" or "Stella Luca")
  - Review all discounts from the previous month to be sure none were given incorrectly
- Post retail sales for all stylists
- Change sign out front, the sign should reflect new products or a new sale.
- Print walk-in list and call-in list. Put both on bulletin board.
- Review window displays and refresh as needed.
- Very deep cleaning of reception desk (all drawers and cabinets). No personal items. No inventory.

***By the 12<sup>th</sup> of the month***

- Review schedule requests, begin making schedules and notify Joy when they are done.
- Check returns – arrange pick up with vendors.
- Very deep cleaning of the retail room (all drawers and cabinets). No personal items.

***By the 18<sup>th</sup> of the month***

- Schedules due to Joy - notify her when done.

***By the 22<sup>nd</sup> of the month***

- Revise schedules as requested by Joy.
- Make checklists for the following month.
- Start a new walk-in list for next month.