

VENDOR APPOINTMENT PREP

VENDOR

REP. NAME

DATE TIME

	<input type="checkbox"/> SALES VOLUME	<input type="checkbox"/> PURCHASE	<input type="checkbox"/> GROSS PROFIT
LAST YEAR
THIS YEAR
VARIANCE

- A/P PROBLEMS**
.....
.....
- S/O PROBLEMS**
.....
.....
- CHECK W/ RECEIVING DEPT, RE: (QC, BILLING, ETC.)**
.....
.....
- ONGOING QUALITY REJECTION AGREEMENT?**
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.....
- CHECK OPEN P.O. FILE FOR DELIVERY ISSUES**
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.....
- CHECK STATUS OF SHELF PROGRAMS (IF ANY)**
.....
.....
- CHECK STATUS OF SHELF PROGRAMS (IF ANY)**
.....
.....
- CHECK VENDOR MASTER FILE FOR STORE OR OTHER ISSUES**
.....
.....
- A/P CHECK CURRENT TERMS?**
.....
- RE-EVALUATE?**

RE-IMAGINE YOUR INVENTORY

VENDOR APPOINTMENT PREP (PAGE 2)

SKU REPORT WITH IMAGES, FAST SELLERS, SPECIAL ORDERS, ETC

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CO-OP AGREEMENT STATUS

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RTVs

TOTAL UNITS TOTAL COST

MARKETING & BRIDAL ADS

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.....
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CONSIGNMENT

ON @COST THIS YEAR'S SALES@COST LAST YEAR'S SALES@COST VARIANCE

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OTHER RETAILERS - REVIEW AND UPDATE

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WEBSITE ACCURACY

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WEB & E-COMMERCE

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NEW DISPLAYS, ETC

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NOTES

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