



Store Checklist

STORE

- Mirror (long & small on wall)
- Pantry area
- Tea - coffee vending machine
- Trays, cups, tea coaster and glasses
- Plates for serving customers
- Daily water delivery system
- CCTV Cameras
- Rest room
- Biometric Attendance system
- Locker for staff
- Wall watch
- Rate Display board
- Music System
- Guards (security)
- Lift

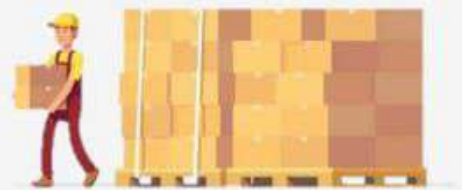




Store Checklist

COUNTER

- Metal and Plastic Scale
- Stock Inward-Outward book
- Stock Counting Book
- Plastic CD Box
- Automatic air freshener
- Air Conditioner
- Service Tray
- Display Cloth
- Diamond tester
- Weight Machine
- Karat meter
- Melting Machine
- Bangle gauge
- Bangles sizer
- Bangle Rod
- Ring Sizer
- Ring Sticks
- Tray cleaning brush
- Counter Name Plate





Store Checklist

PACKING COUNTER

- Packaging materials
- Stock boxes
- Weighing Machine
- Scheme Pamphlets
- Carry Bags
- All Packing Materials Warehouse
- Labeling all the stock specifically.
- Jewellery handling handbook





Store Checklist

STATIONERY

- Staplers
- Punching Machine
- Calculator
- Estimated Paper
- Plastic Tape
- Transparent Tape
- Pen box
- Pencil Box
- Scissors
- Duster
- Whiteboard
- Markers
- A4 sheets
- Erasers
- Whiteners





Store Checklist

FURNITURE

- Chairs for Showroom
- Silver cleaning kit (toothpaste & Brush)
- Saree Sample Cloth for Customer Jewellery Trial
- Sofa for customer
- Sign board (name of store)
- Rack for strong room
- Sitting arrangement of staff
- Landline phones
- Water cooling machine
- LED & Spot lighting
- Tables & chairs for office
- Locks & Locking Safety items

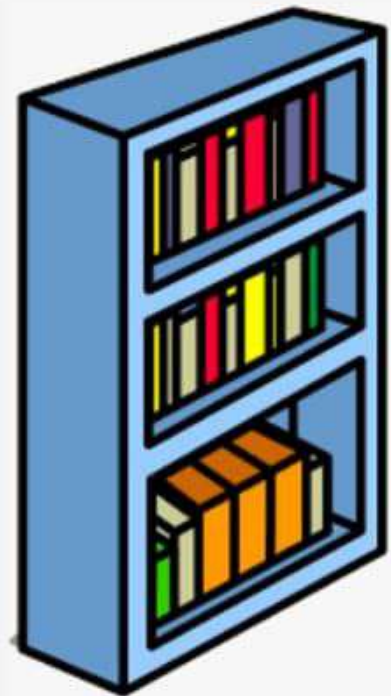




Store Checklist

OFFICE

- Account book
- Computer System
- Intercom System
- Invoice Paper
- Printers
- Scanners
- Note Cash Counting Machine
- Cash Sorting
- Magnification 10 X Zoom
- Repair Books
- Old Gold Book
- Order Book
- Order file
- Letter Head
- Extra Notebooks



- Stamp
- Envelope



Store Checklist

HR MANAGEMENT

- Uniform for Staff
- Planning for Staff training & Development.
- HR Telephone Operator, Accountants
- Drafting Store rules and regulations
- Floor Manager, Sales Staff
- Employee document file
- Daily performance management
- Reporting System
- Attendance Policy, Leave Policy
- Security Alarm system
- Induction Program
- Handling all legal documents
- Setting up of all departments according to store requirement
- NPC, Feedback system to be set up



Store Checklist

MARKETING

Van



Hoarding

News Paper Advertisements

Wall Painting

Door to Door Marketing

Pamphlets and Flyers



Social Media Marketing

Event Management

Telecalling

Instore Operation

Catalogue and Invitations Card





Store Checklist

OPERATIONS

- Order / Repair Management System
- Inventory Management System
- Visual Merchandizing System
- Monthly Saving Scheme
- NPC Implementation
- Stock Counting System
- Creating SOP's for all Department
- All Licensing and Registration
- Invitation List and Items to be Ready
- Hospitality and Housekeeping Management System

