

STOCK POLICY & PROCEDURE

Receiving Stock

- When stock arrives, one of the boxes will have an invoice in it. Either stuck to the box, or inside the box.
- Mark off the stock that has arrived on your invoice. Report anything that has not arrived to the manager or call the company immediately.
- Any items out of stock that did not arrive need to be listed for re-order next time. Please let management know that this has happened.
- If stock has been placed on back-order this means that they will resend to us.
- Invoices need to be placed in stock ordering/reports/invoice folder.
- All stock needs to be priced and put out immediately & stock levels updated in the computer.
- Products with 'Tester' stickers are for in salon use and are not to be put out on shelves.

Whoever marks off the stock must sign their name on the front of the invoice.

NOTE: always use the invoice with the packing list.

Salon Products

- Only managers are to open any products for salon use.

Orders

- Orders to be made by managers or salon stock controller.
- Orders are to be put together using stock control sheets or using an order book.
- Order is to be placed with the representative when they are in the salon. If it is needed urgently it can be placed via email. Scan stock control sheets and email to rep.
- If it is an order that can be directly phoned or emailed in, do so.
- Orders should be done once a month to eliminate multiple freight charges.

Product Control

- All labels off colour tubes to go in holder so that next order can be done using the tabs as a guide for what colour has been used.

Stock Orders

- All stock that is noticed that it is getting low needs to be recorded in the order book; this needs to be done, as it is getting low, NOT when it is run out.

Staff Name	Date	I have read through and agree with all aspects of this Policy