



**LEADERS HOLDING CO.<sup>TM</sup>**

Est. 1971

## **Warehouse Tour Check List**

**Name**

\_\_\_\_\_

**Date Completed**

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## Receiving

Accomplishment	Sign Off	Time & Date
Get a brief overview of the receiving process, how and why carts are used in the distribution process		: / /20__
Quality check a container against master finish samples if available		: / /20__
Label product and prepare for put a way		: / /20__
Assist the scanning process that ensures inventory accuracy		: / /20__

## Shipping

Accomplishment	Sign Off	Time & Date
Discuss Delivery Forecast		: / /20__
Pulling orders, bubble & boxing		: / /20__
Observe how Freight orders (Sales Type 4) are processed		: / /20__

## Assembly & Repair

Accomplishment	Sign Off	Time & Date
Observe the assembly process		: / /20__
Discuss the repair department and their abilities		: / /20__
Observe more involved repair that may include <ul style="list-style-type: none"> <li>○ The complete refinishing of a product</li> <li>○ Reweaving of wicker</li> <li>○ Resling of Chaise or Dining Chair</li> </ul>		: / /20__

## Quality Control

Accomplishment	Sign Off	Time & Date
Observe the touch-up process		: / /20__
Participate in the touch-up of rattan finishes		: / /20__
Participate in the touch-up of resin outdoor wicker		: / /20__
Participate in cleaning and repairing the finish on aluminum		: / /20__
QC scan a load learning and observing the BoxKeeper process		: / /20__

## On Dock

Accomplishment	Sign Off	Time & Date
Observe the process of merchandise returning to the warehouse		: / /20__
Learn and understand the importance of clear communication for the store and delivery teams: ICF card, tape damage		: / /20__



## Central Cushion

Accomplishment	Sign Off	Time & Date
Observe the pattern making and cutting process		: / /20__
Observe the sewing process for at least 2 complete covers		: / /20__
Observe the finishing, stuffing, completions of cushions		: / /20__

## Warehouse Office

Accomplishment	Sign Off	Time & Date
Observe answering the warehouse office phones, explanation of Truck routing for deliveries, & CPU's		: / /20__
Observe paperwork flow		: / /20__
Q&A with WHS personnel		: / /20__