

# RECEIVING TIPS

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***Receiving is critical for managing quality control and product shrink!***

- ▶ Keep back room, including walk-ins and freezers, clean and organized
- ▶ Rotate back stock and walk-ins to make room for incoming products
- ▶ Review order sheets prior to delivery, and ensure the invoices match
- ▶ Move incoming product to the sales floor displays immediately
- ▶ Stack boxes appropriately to ensure product integrity
- ▶ Organize returns and credits prior to delivery
- ▶ Check in all products at time of delivery, ensuring that quality, quantities and prices match order sheets, and any discrepancies are noted on invoices to facilitate timely credits
- ▶ Create a receiving log to help manage inbound orders, and include date, invoice amount and name of receiver along with any credits or special notes
- ▶ Date all product delivered to ensure efficient management of inventory; produce should include delivery date, farm name and product on all boxes

# NOTES

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