



We know that your time is valuable! This is why over the past year we have tested, and implemented a program to free up some of your time. Many businesses have benefited from the enclosed count/order sheets and you may be able to take advantage of this as well. It is entirely up to you if you would like to implement this program into your own business. This system can save your time and energy when placing orders with *Happy Daze Distributing*.

### **HOW IT BENEFITS YOU!**

By assigning a staff member to look after *Happy Daze* ordering/counting for you, this can free up some of your busy schedule to concentrate your efforts elsewhere. We can rely on any staff member to count, so this is a perfect solution to ensure that you will always have full, good looking racks and displays!

### **HOW IT WORKS**

Before getting a staff member to count the rack for you, we suggest that they ALWAYS straighten and organize the rack to avoid miss counts. There may be a different style hiding behind another. We would also like to request that you to keep this package for your master sheets and recommend getting photocopies.

Simply ask a staff member to do a count on the merchandise that you would like to be completed. They fill in what you *HAVE* and you can fill in what you *NEED*. You don't even have to be in your store to give this request! They can complete the count and fax it to you, and then you can fill in what you *NEED* to order.

### **IMPORTANT**

There are a few things on the following sheets to take note of before we get started.

1. There are two columns on the left hand side. One is to write in what you *HAVE* in stock and the other is to write in what you *NEED* to order.
2. Under the title of each page we have written the quantity that that particular item is sold in. This will differ from item to item. Some are sold in 6's while others are open stock, meaning you can order any quantity you would like.
3. On the final page of each category there will be a line left for you to fill in how many empty spaces are on the rack/display. There will also be a line to be signed and dated by the employee who took the count.
4. At the bottom of some of the final page there is a line titled "Fill All to \_\_\_". This can only be done with open stock items. This can save you lots of time by simply putting the quantity you would like the rack to be filled up to, instead of filling in the quantities yourself.
5. One last thing to take note of. On the final page of each category is a date in the left hand corner. This signifies when the count sheet was last updated. This is to ensure that you are not using out of date count sheets that may be missing NEW items or discontinued merchandise.