



DELIVERY PROCEDURE

- Please make sure if you are signing for a delivery that you know what you are signing for.
- Make sure that it is for **THE CORRECT SITE.**
- Firstly check that every item is there. i.e. total amount stated on invoice agrees with total amount of boxes received.
- Check for any empty spaces on shelves in shop
- Open box and scan the item. Ensure that the amount it scans at agrees with price on invoice. When putting item on shelf ensure that the item description, bar code and price agrees with shelf edge label. Please advise Manager of any differences in any of these.
- **REMEMBER AND TAKE YOUR TIME.**
- **CHECK THE TOBACCO**
- **CHECK THE ALCOHOL IF ANY**
- **CHECK AND DATE CHECK CHILL.**
- **CHECK THE FROZEN FOOD.**
- **FIX CHILLED FOOD, THEN FROZEN ,THEN AMBIENT.**
- **PLACE TOBACCO OUT OF SIGHT OF CUSTOMERS.**

Any deliveries for Vik/ Shamly or site please post on Whatsapp so we know it's there and put in office.