

PRISTINE AUDIT

DATE _____ STORE _____ MGR _____ SCORE _____

A score will be placed in the actual box next to the maximum score in each category and a total score will be calculated as a percentage of total possible.

EXTERIOR

ACTUAL	POSSIBLE	
	10	1. Parking lots, trash, lawns, landscaping, and snow removal.
	10	2. Banners, signs, and open & closed & hours sign.
	10	3. Products displayed outside & Attention grabbers

WAREHOUSE

ACTUAL	POSSIBLE	
	10	4. Organized? Damages? and forklift condition/routine maintenance done.
	10	5. Inventory counts are accurate vs. computer.
	10	6. Workorders/returns; and stock organized and labeled.

SHOWROOM

ACTUAL	POSSIBLE	
	20	7. Showroom well merchadised.
	10	8. Samples and brochures organized/current/and stocked.
	10	9. Stock & promotional items displayed and signed no outs on the floor
	10	10. Floors/rugs and products clean lights working.
	10	11. Dry Erase Board product signs & promotional signs on closeout quantities

OPERATIONS

ACTUAL	POSSIBLE	
	30	12. Client profile used organized and followed up on.
	10	13. Petty cash and cash drawer correct
	10	14. Thermostat set & energy saving procedures in place
	20	15. Daily paperwork & deposits processed and neatly organized & files labeled.
	10	16. Returns processed when returned.
	10	17. Knowledge of current stock and promotional products.
	30	18. Adhere to company e-mails and procedures.
	20	19. New promotional ideas, sales promotions and follow through.
	20	20 Inventory completed weekly/accurate

TOTAL	
	280

DETAILS: _____

