

Damages Procedure

1. Separate damaged items according to who you are going to send them to. Refer to the “Damaged Items Recipients” form if you are not sure who to send your damages to.
2. All damaged Clothing/Shoes/Nurses item(s) must have damage tag(s) attached to each item. Fill out the damage tag (see example).
Note: Do not tape damage tags to shoe boxes, place the damage tag inside the shoe box.

DAMAGE

Date: KELSO

Store: 3/2/16

Damage: Rip on right sleeve

Original Price: \$12.99

Markdown Price: _____

Manager's
Signature: Julia Roberts

3. All damages must have a price ticket attached, so they can be scanned.
4. Process a transfer to the warehouse (refer to “Store to Store or Store to Warehouse Transfers” procedure on the website). Write **Damages** on the top of the “Transfer Shipment” sheet that prints out and place on top of the items inside the box or place in an envelope and tape to bagged hanging bundles.
5. Fill out a “Store to Alko Transfer DAMAGES” box label for each box/bagged hanging bundle and tape to the outside of the box or bagged hanging bundle. Completely fill out the box label. On the “Notes” line list who the damages should go to (see example).

STORE TO ALKO TRANSFER	From: <u>KELSO</u>
	Date: <u>3/2/16</u>
DAMAGES	
Transfer #: <u>1342</u>	Label #: <u>1</u>
Total Labels: <u>1</u>	
Description: <u>ACCESSORIES</u>	
Total Pcs/Sets in Transfer: Pcs: <u>12</u>	Sets: _____
Total Boxes, Bundles, or Bags in Transfer: <u>1</u>	
Total Pcs/Sets in this Box, Bundle, or Bag: Pcs: <u>12</u> Sets: _____	
Notes: <u>ATTN: BETTY</u>	
Manager/DM Signature: <u>Julia Roberts</u>	
Associate Doing Transfer: <u>Bob</u>	