

STANDARDS CHECKLIST – *Overview*

This audit covers off the following areas of our in store Visual Merchandising standards and is Visual Merchandising specific. These areas have been established to maintain consistency in our stores presentation levels to ensure we are all aligned to promote a consistent brand image.

This audit should be conducted with the Store Manager and Merchandiser every three months. This will be conducted by your NZ Visual Merchandising Manager at least once every Financial year.

1. Store External and Entrance
2. Furniture Presentation
3. Furniture POS and Ticketing
4. Homewares Presentation
5. Homewares POS and Ticketing
6. General Standards
7. Store Maintenance and WH&S

Store		
Checklist Completed by		
Date completed		
All actions completed by		
VM score		
Store Maintenance score		
Store total score		

FURNITURE POS & TICKETING – *Store*

	COMMENTS	1	2	3	4	5	6	TOTAL
1.	All A4 and A5 options tickets in place and in line with Ticketing Manual.							
2.	All allocated Photo options in place and in line with Ticketing manual							
3.	All items correctly ticketed using F5 and R5 tickets to Visual Merchandising standards. Plastic pockets are all clean and in good condition.							
4.	Fabric stands clean and correctly placed to Visual Merchandising standards. Stands do not impede access to a room. A4 option ticket in place, fabrics flow in correct order.							
5.	All table lamps ticketed using swing tickets and barcodes. Floor lights using suspended F6 tickets.							
6.	All pendants ticketed using suspended F6 tickets							
7.	All wall art and smaller mirrors ticketed using F6 adhesive or suspended tickets. Mirrors over 1 meter in size ticketed with adhesive F5 tickets							
8.	All items used in dressing priced using barcode on the base of the item.							
9.	Tear sheets in place on relevant items and in line with the Ticketing Manual.							

FURNITURE POS & TICKETING – *VM*

	COMMENTS	1	2	3	4	5	6	TOTAL
1.	Resene labels must be correct in all rooms and to the correct height.							

