

Shipment To-Do List

Task	Completed By?
Check Receiving List	
Size Clothes	
Put Clothes on Wooden Hangers	
Steam EVERYTHING	
Look of the Day (3-5 pictures)	
Pick Out Mannequin Outfits	
Take Boxes to Dumpster	
Clean/Organize the Back	
Remove Manufactures Tags off <u>ALL</u> Jewelry	