

		D30 Communication Sheet	
Name	Tasks	Complete	Additional Notes/Assignment
Opener Check-In Initials:	<ul style="list-style-type: none"> • Complete Store Readiness Checklist. • Clear Merch/Trash out of showroom. • Write yesterday's sales numbers on dept. sheet. • Work smart list. • Follow up on quotes. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Check-In Initials:	<ul style="list-style-type: none"> • Check in with department. • Follow up on quotes. • Work smart list. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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Check-In Initials:	<ul style="list-style-type: none"> • Check in with department. • Work smart list. • Help closer with closing assignments. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Closer Check-In Initials:	<ul style="list-style-type: none"> • Check in with department. • Work smart list. • Put away returns. • Clean desk and showroom 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Credit

Goal: _____

Current: _____

Sales

Store \$ _____ WTD \$ _____ , _____ % To Plan _____

D30 \$ _____ WDT \$ _____ , _____ % To Plan _____

