

FURNITURE AND SOLD SLIPS

989682

CUSTOMER'S ORDER NO.		DATE <u>7/25/22</u>	
NAME <u>Greg</u>			
ADDRESS <u>623-555-1212</u>			
CITY, STATE, ZIP			
SOLD BY	CASH	C.O.D.	CHARGE
		ON ACCT.	MOSE. RETD.
			PAID OUT

QUAN.	DESCRIPTION	PRICE	AMOUNT
1	1 pink end	19.79	
2	table		
3			
4	<div style="background-color: red; color: white; padding: 2px; font-weight: bold;">Goodwill</div>		
5	<div style="border: 1px solid black; padding: 2px;"> Furniture \$19.79 <small>2012742019798</small> </div>		
6	<div style="font-size: small;">7/25/2022 AZ 9 Orange #071</div>		
7			
8	1 Brown wicker	49.79	
9	chair		
10			
11	<div style="background-color: red; color: white; padding: 2px; font-weight: bold;">Goodwill</div>		
12	<div style="border: 1px solid black; padding: 2px;"> Furniture \$49.79 <small>2012742049795</small> </div>		
	<div style="font-size: small;">7/25/2022 AZ 9 Orange #071</div>		

RECEIVED BY Daniella

A-4798 T-49638

KEEP THIS SLIP FOR REFERENCE

Furniture slip example

For any item too large to carry to the registers, complete a furniture slip and include the following: **Today's Date, Customer Name (first name only), Phone Number, and Description of each item. Do not write a furniture ticket for new goods (i.e., mattresses).**

All furniture items also require a reprint label. Place the reprint tag on the bottom of the furniture slip. If the item is a \$2.00 tag or 50% off tag, change the color label on the ROBarT to reflect the discount.

After filling out the form:

- Bring the **white** slip up to the designated register
- Ring up when customer is ready

Attach the **yellow** copy of the slip to the item and place the **pink** copy of the slip in the sold merchandise receipt book. If there are multiple pieces, place the **pink** copy on one of the other items.

Note: Throw the **white** and **yellow** slips away if not paid for by end of day.

FURNITURE AND SOLD SLIPS, CONTINUED

SOLD	
Customer's Name	Greg
Telephone Number	623-555-1212
Date of Purchase	7/25/22
Date of Pickup	7/27/22
Trans. Number	071-021000249671
Sold By	Tim

Sold Slip Example

When a customer buys a furniture item and is not taking the item with them at time of purchase, write a sold slip. Make sure to enter the **Customer Name (first name only)**, **Telephone Number**, and **Date of Purchase**, and add other information such as **Transaction Number** and **Sold By**, whenever possible.

It is the RSA's responsibility to make sure that the sold tag is placed on the customer's purchased item and the item is moved to the production area, off the sales floor, if space permits. This avoids a different customer from purchasing the item and pulling the tag off. You can page a Donation Attendant (DA) for assistance with this process.

A customer has 24 to 48 hours (depending on size of store) to pick up an item or else it gets placed back on the sales floor. Contact store management for your store policy. Inform the customer of this policy before they leave the store.

If the 24 to 48 hours is about to expire, store management should give the customer a courtesy call and remind them to pick up their merchandise. There may be times when an item can remain in the store for a day or two longer before going back on the sales floor; however, this should not be a common practice.

At the end of the 48 hours if the customer has not returned to pick their item(s) up, the customer must be called and notified that the items will be returned to the sales floor and a refund will be issued.

Items may also be placed on hold until the end of the business day.