

100 ITEM LOCATION FINDER

Directions: The 100 Item Location Finder is intended to help Associates become familiar with merchandise locations in the Store. The process for completing the test is to discover Aisle/POD locations for the merchandise items below and list the Section where they can be found in the store. You will find a Bin Label/Fact Tag displayed in front of the merchandise. In the lower left hand corner of the label you will see the store number. Look to the right of the store number and you will find a location consisting of three or four digits. The first one or two digits denote the Pod/Aisle location and the last two digits denote the Section. Write the location in the proper columns below. When complete, please return the test to your Manager. (If you get stuck on one item, just move on, you may find it while looking for a different item. Some items could have multiple locations.)

Associate Name: _____ **Date Completed:** _____

Merchandise Description	Aisle / POD	Section
COMPUTER TABLETS	_____	_____
MASKING TAPE 1" x 60 YDS.	_____	_____
LIQUID PAPER	_____	_____
NOTE PADS - 3 x 5	_____	_____
ASSORTED RUBBER BANDS	_____	_____
FILE FOLDERS - LETTER 1/3 CUT	_____	_____
STAPLERS	_____	_____
WASTEBASKETS	_____	_____
TI-84+ SCIENTIFIC CALCULATOR	_____	_____
CHAIR MATS	_____	_____
PAPER FASTENERS	_____	_____
DESKTOP TAPE DISPENSER	_____	_____
RING BINDERS	_____	_____
CD LABEL KITS	_____	_____
COMPUTER MOUSE	_____	_____
PENCILS-MECHANICAL	_____	_____
POSTAL SCALES	_____	_____
CLASP ENVELOPE 9 x 12	_____	_____
SCISSORS	_____	_____
FINE PAPERS- WATERMARKED	_____	_____
TELEPHONES-4 LINE	_____	_____
HEAVY DUTY CROSSCUT SHREDDER	_____	_____
MULTI-PURPOSE PAPER REAMS	_____	_____
SCOTCH TAPE	_____	_____
FLEX-LOCK REPORT COVERS	_____	_____

Merchandise Description	Aisle / POD	Section
POST IT NOTE PADS	_____	_____
DIGITAL CAMERAS	_____	_____
DRY ERASE BOARDS	_____	_____
CD-R AND DVD-R MEDIA	_____	_____
3 x 5 INDEX CARDS	_____	_____
AVERY 3 HOLE PUNCH REINFORCEMENTS	_____	_____
COUNTERFEIT DETECTOR PEN	_____	_____
DAY RUNNER REFILLS	_____	_____
MILEAGE LOG	_____	_____
ALUMINUM BUSINESS FORMS HOLDER	_____	_____
12 " PLASTIC RULER	_____	_____
COMPUTER SPEAKERS	_____	_____
USB CABLES	_____	_____
FLASH DRIVES	_____	_____
SPRAY ADHESIVE	_____	_____
SURGE PROTECTORS	_____	_____
PAPER TOWELS	_____	_____
CREPE ART TAPE	_____	_____
6FT PLASTIC FOLDING TABLE	_____	_____
GLUE STICKS	_____	_____
4 DRWR FILE CABINETS	_____	_____
LASER POINTERS	_____	_____
X-ACTO UTILITY KNIFE	_____	_____
#2 PENCILS	_____	_____
LCD MONITORS	_____	_____
LOCKING CASH BOX	_____	_____
DRY ERASE MARKERS, 4 COLOR FINE PT	_____	_____
CALL BELLS	_____	_____
12" PAPER TRIMMER	_____	_____
CASH REGISTERS	_____	_____
MANAGERS CHOICE:	_____	_____
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MANAGERS CHOICE:	_____	_____

Customer Service is our Number One priority. We strive to provide our customers with the most knowledgeable and helpful staff in the office supply business. All associates are to have the necessary knowledge to direct a customer to the merchandise that he/she is seeking.

Directing a customer includes, walking the customer to the merchandise and providing the customer with assistance. Therefore, it is of great importance that Associates know where merchandise items are located within the store. SOP 6.09 outlines the procedure used to assist associates in learning the Aisle / Pod locations of *all* merchandise within the store.