

Taking Care of Business

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	<u> </u>	
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
CARTON SEALING TAPE		
STICK PEN - BLUE		
PAPER CLIPS		
PASTEL COPY PAPERS 8 1/2 x 11		
5 SUBJECT SPIRAL NOTEBOOK		
MAGNIFIERS		
BLUE TOOTH HEAD SET		
HANGING FOLDER FRAMES		
ENVELOPES #10		
ADDING MACHINE ROLLS 2 1/4"		
CLIPBOARDS		
STAPLE REMOVER		
TELEPHONE PHONE HEADSETS		
BACKUP DRIVE FOR COMPUTER		
PADHOLDERS / PADFOLIOS		
FILE FOLDER LABELS		
LEGAL PADS 8 1/2 x 11 WHITE		
22" x 28" POSTER BOARD		
REPORT COVER - 10 PK		
BUBBLE WRAP		
WALL POCKETS		
CD MAILER		
NAME TAGS		
COPYHOLDERS		
COMB BINDING SYSTEMS		
LCD PROJECTORS		
LEGAL FORMS		
HIGHLIGHTERS		
PEN REFILLS		
COLOR LASER MULTI FUNCTION MACHINES		
VOICE RECORDERS		
ROLODEX		
STAMP PADS		
WIRELESS ROUTERS		
EXPANDING FILES		
STORAGE BOXES		
LAPTOP COMPUTERS		
ELECTRONIC LABELING SYSTEMS		
THREE HOLE PUNCH		
DIGITAL CAMERA MEMORY		
MAGNETIC BUSINESSS CARD HOLDER		
SHEET PROTECTORS - 50 PK		
INDEX TABS		
ANTIVIRUS SOFTWARE		
LAMINATING POUCHES-LETTER SIZE		

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:		

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.