



End of Year CHECKLIST



Deep Cleaning and Maintenance

- Vacuum, Mop, Sweep, clean Windows
- Empty Air compressor and Drain
- Oil Pneumatic Tools
- Oil & Dust Sewing machine
- Sharpen your scissors
- Smoke detector & Fire extinguisher
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Organization & Efficiency

- Go Through Cabinets, Drawers & Shelves
- Take Inventory
- Label and Store Like Things Together
- Address Your Work Table Surface
- Assess Current Furniture Set Up
- Discard Small Foam & Fabric Pieces
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Procedures

- Review Pricing Structure
- Review Upholstery Contract
- Review Estimating Procedure & Form
- File Paperwork
- Archive Old Quotes, Contact leads
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Social Media

- Update Services, Hours, Address,
- Facebook- Update Cover Photo
- FB-Review/Add Automatic DM Response
- Instagram- Review Profile info & photo
- Instagram- Review Website Link
- Instagram- Start using Hashtags
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