

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

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

Procedures

Review Pricing Structure

Review Upholstery Contract

Review Estimating Procedure & Form

File Paperwork

Archive Old Quotes, Contact leads

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



End of Year CHECKLIST



Fabric Books	Social Media
Check For Discontinued Books	Website- Review all Pages & Update
Organize Fabric Books	Add Photos of New Projects to Galleries
Check for Price Changes	Ask if Your Website is Working For You
Evaluate Current Vendors	