



Interior Redesign | Home Staging

## SOP: Inventory Management

Created: 12/15/2008 Revised: 01/03/2012

### NEW ITEMS

- New inventory items should be added to the Darby inventory system with dimensions and photos
- New items shall follow the Pineapple Interiors naming conventions
- Barcodes assignments shall follow the Pineapple Interiors naming conventions

### INVENTORY REPAIRS

- All furniture and artwork should be inspected prior to delivery and after pickup for damage
- Damaged items should be set aside for repairs

### STAGING JOBS

- Every staging job should be marked with a different color masking tape
- Pineapple Interiors staging jobs should be marked with light blue tape
- Each staging job should have a coordinating sales order in Darby Inventory
- The Order Date should be marked with the date the property is to be staged
- The Sales Order status shall remain in 'Estimate' until the order is complete and ready to be delivered
- Completed orders should be moved to Issued/Committed
- After home is delivered and/or staged, Sales Order should be reconciled and then queued for Fulfillment

### PERIODIC PHYSICAL INVENTORY

- At least once per month, there shall be a physical inventory count by category as assigned by Pineapple Interiors
- As part of the physical inventory process, items shall be reviewed for damage and the presence of photos within Darby Inventory verified
- Quantity discrepancies shall be reviewed by Pineapple Interiors prior to making changes to counts within Darby Inventory