# **Retail Store Standard Operating Procedure**

[company logo]

SLN Corp.

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Department : Front Office
Effective Date : April 09, 2050
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#### Purpose

To ensure that all employees will comply with all the opening and closing procedures for the smooth operations of the retail store.

#### Scope

This procedure shall involve all of the employees in the retail store.

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#### Definition

Retail Store: it is a place of business wherein it is owned and operated by a retailer or manufacturer. This involves selling goods and services directly to customers.

Store Operations: it is the set of activities and functions that are carried out for the purmaintaining a retail store.

#### Responsibility

#### Retail Supervisor

Responsible for overseeing store operations and delegating tasks to the retail staff, also in charge of assisting customers and resolving conflicts in the daily operations.

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# **Retail Store Procedures Manual**

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#### **Retail Store Procedures Manual:**

Franchise Opportunities Handbook, 1994 This is a directory of companies that grant franchises with detailed information for each listed franchise Retail Operations Angie Tang, 2012-12-10 This concise and reader friendly book is for aspiring businessmen and women who desire to be successful It talks about operational details and the day to day running of a shop or chain of stores The 4 colour book includes pictures of store layouts merchandise displays and promotional activities so that important points are depicted in a clearer manner Franchise Opportunities Handbook United States. Domestic and International Business Administration, 1985 This is a directory of companies that grant franchises with detailed information for each listed franchise Retail Management | A Global Perspective (Text and Cases) Harjit Singh, 2009-07 Third Revised Edition 2014 In the last five years since the first edition of this book was published I have received ample email messages from students researchers and teachers for congratulating me on the compilation of the book and suggesting how it could be improved I have also built up a large list of ideas based on my own experiences in reading and teaching the subjec The Everything Guide to Starting and Running a Retail Store Dan Ramsey, Judy Ramsey, 2010-04-18 What are my start up costs How much will my store make Should I sell online How can I compete with larger stores If you ve ever considered owning a store but don't know where to start The Everything Guide to Starting and Running a Retail Store is perfect for you This resource will help you recognize the importance of an independent retail store in community life and the opportunities it offers for a rewarding lifestyle This comprehensive guide shows you how to Spot and capitalize on small retailer trends Conduct your own market analysis Research and select the most appropriate retailing software Run your business day to day Attract customers with effective advertising Make the leap to online selling This helpful handbook offers practical advice on retail store planning and management with valuable guidelines and real world examples that can make the difference between your store's success and failure This guide provides all the tools you need to run a store that your customers and you will enjoy for many years to come A HANDBOOK OF RETAIL MANAGEMENT: PRINCIPLES & PRACTICES Dr.Dipa Mitra, **Franchise Opportunities Handbook** United States. International Trade Administration, 1988 FDA Inspection Operations Manual ,1990 Catalog of Copyright Entries. **Third Series** Library of Congress. Copyright Office,1978 **Operations Manual for Smaller Stores** Seymour Helfant.1960 The Formulation of a Policy and Procedure Manual for a Retail Food Chain William Van Dyke Phillips, 1961 Retail Store Sales Manual International Map Trade Association, 1996 Records and Briefs of the United States Supreme Court .1832 Marketing Information Guide ,1961 **Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board, 1980 Food Stores United States. Small Business Administration.1975 Harvard Business Review .1926 Includes sections Review of business literature and Book notices Catalogue of Title-entries of Books and Other Articles Entered in the Office of the Librarian of Congress, at

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