



# Get Set for **Peak Season**

## Warehouse Readiness **Checklist**

### Inventory Check

- ☐ Review historical sales data to forecast demand accurately.
- ☐ Stock up on popular holiday products and seasonal items.
- ☐ Identify slow-moving items and consider offering special promotions to clear them before the peak season.

### Organize Warehouse Space

- ☐ Optimize the layout for efficient movement and storage.
- ☐ Create designated areas for incoming shipments, picking, packing, and outgoing shipments.
- ☐ Ensure clear labeling for easy product identification.

### Order Processing and Fulfillment

- ☐ Implement efficient order processing workflows to minimize delays.
- ☐ Set up a priority system to handle time-sensitive orders.
- ☐ Ensure accurate picking and packing to reduce shipping errors.

### Staffing and Training

- ☐ Provide proper training for staff on warehouse processes.
- ☐ Assess staffing needs.

### Delivery and Returns

- ☐ Develop clear and detailed operating procedures.
- ☐ Set up a dedicated area for processing returns and exchanges.



**OR LET PULPO CHECK IT OFF FOR YOU!**