**PFW's Stock Stored at Warehouse**

Water Softener

Salt

Cat Litter

Country Maintenance Dog/Ol Mic

Black Oil Sunflower/Nyjer

Country Cat

Profile/Diet Rich

Raw/Frozen Food

Smoked/Dehydrated/Frozen treats

Unlabelled Cans

**-Must report to store when the LAST skid comes up to the store so a reorder can be done**

**Ordering from the Warehouse**

1. Determine what is needed to be ordered. (raw, profile, kitty litter, flag kits etc)
2. Open the correct order sheet from the desktop.
3. Highlight on the order sheet what item is being ordered.
4. Put the quantity in the order section of appropriate item to be ordered.
5. Order date: for the day that you are in.
6. Shipping date: for the next day.
7. Save to desktop titled for the day that you are in. (Raw order – Aug 15th 2018)
8. Take all applicable orders and attach them to the email. Then send them to **Orders** email group**.**

Signed:

Name (print) Title Signature Date

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