### **APPENDICES**

### BOM Appendix 1 – Customer Feedback Form

To record customer's feedback about goods and service.

### 2 BOM Appendix 2 – Daily Product Sales Report

To record sales made from day-to-day operations.

### BOM Appendix 3 – Daily Product Sales Summary

A summary of sales made from day-to-day operations.

### 4 BOM Appendix 4 – Daily Counter Sales Report by Month

To record sales made from day-to-day operations.

### 5 BOM Appendix 5 – Daily Stock Movement

Documentation of daily stock movements of item.

### 6 BOM Appendix 6 – Stock Order Form

Serves as a form for stock requisition when inventory is low.

### 7 BOM Appendix 7 – Return and Transfer form

Serves as a form documenting the all items for inter-outlet transfer or any return of wrongly-delivered or defective items.

### 8 BOM Appendix 8 – Monthly Stock Check List

To be used to record inventory levels for manual counting during the monthly stocktake.

### 9 BOM Appendix 9 – Monthly Stock Balance

The consolidated inventory levels record to be submitted to HQ after the monthly stocktake.

### 10 **BOM Appendix 10 – Mocktail Preparation**

Shows procedures of preparing different Kinohimitsu drinks.

### 11 BOM Appendix 11 – Wastage Form

To be used to record the unconsumed Kinohimitsu drinks at the end of the day.

### 12 **BOM Appendix 12 - Duty Roster**

To be completed by Boutique Manager and Health & Beauty Advisor after

discussion with staff on their availability.



### CUSTOMER'S FEEDBACK FORM

Customer's Details	
Customer Name:	Contact No.:
Customer's Email:	
Customer Address:	
Receipt No.:	Outlet:
Payment Mode:	Attended By:
Date Purchase:	
Description of Matter	
Follow-up Action Taken:	
Submitted on (Date/Time):	

то:	Kinohimitsu
DATE:	FREEDOM TO LIVE

### **DAILY PRODUCT SALES REPORT**

REF:	PRODUCT	PRICE S(\$)	UNIT QTY	TOTAL S(\$)
	COLLAGEN DIAMOND 16'S			
	COLLAGEN MEN 16'S			
	DIAMOND NITE 16'S			
	STEM CELL 16'S			
	UV BRIGHT 6'S			
	BB DRINK 6'S			
	BEAUTY COLLAGEN 6'S			
	BUST UP 6'S			
	PRO-WHITE 30'S			
	COLLAGEN ACTIV 30'S			
	DETOX PLUM JUICE 6'S			
	DETOX TEA GINGER 14'S			
	DETOX TEA PEPPERMINT 14'S			
	KILOS CUT 30'S			
	TUMMY TUCK 60'S			
	TOTAL			

REF:	PRODUCT	RETAIL PRICE \$	UNIT	AMT	UNIT	AMT	UNIT	AMT C	UNIT AN	AMT QTY	AMT	UNIT	AMT	UNIT	AMT	UNIT
REG	REGULAR PRICE			1st	21	2nd	3rd	_	4th	+	5th		6th		7th	
Н	COLLAGEN DIAMOND 16'S															
7	COLLAGEN MEN 16'S						+		-	$\vdash$						
n	DIAMOND NITE 16'S															
4	STEM CELL 16'S															
2	UV BRIGHT 6'S															
9	BB DRINK 6'S															
7	BEAUTY COLLAGEN 6'S															
∞	BUST UP 6'S															
6	PRO-WHITE 30'S															
10	COLLAGEN ACTIV 30'S															
11	DETOX PLUM JUICE 6'S															
12	DETOX TEA GINGER 14'S															
13	DETOX TEA PEPPERMINT 14'S															
14	KILOS CUT 30'S									_						
15	TUMMY TUCK 60'S															
16																
17																
18																
19																
20																
	TOTAL:		0	0.00	0	0.00	0	0.00	0 0.	0.00	0.00	0	00.00	0	0.00	0

						 	 	 	 	 _			_	
UNIT														0
AMT	17th													0.00
UNIT														0
AMT	16th													00:00
UNIT QTY														0
AMT	15th													00.0
UNIT QTY														0
AMT	14th													0.00
UNIT QTY	17													0
AMT	13th													00.0
UNIT														0
AMT	12th													00.0
UNIT QTY	13													0
AMT	11st													0.00
UNIT	1													0
AMT	10th													0.00
UNIT	1													0
AMT	9th													00.00
UNIT														0
AMT	8th													0.00

	7 [	Т	Т	Т	$\neg$	_				П			7	7				
UNIT	Ш	L	1	4								_						0
AMT	27th																	00.00
UNIT																		0
AMT	26th																	0.00
UNIT																		0
AMT	25th																	0.00
UNIT QTY	2																	0
AMT	24th																	0.00
UNIT	2,																	0
AMT	23th																	00.00
UNIT																		0
AMT	22nd																	00.00
UNIT	7																	0
AMT	21st																	00.00
UNIT																		0
AMT	20th																	00.0
UNIT	7																	0
AMT	19th																	0.00
UNIT																		0
AMT	l8th																	0.00

AMT	TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.00	00.00	0.00	0.00	0.00	0.00	0.00	0.00
UNIT	101	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AMT	31st																								0.00
UNIT																									0
AMT	30th																								00.0
UNIT																									0
AMT	29th																								0.00
UNIT																									0
AMT	28th																								00.00



### DAILY COUNTER SALES REPORT BY MONTH BY STAFF

TARGET:		-				MONTH:	
DATE	STAFF NAME	STAFF NAME	STAFF NAME	STAFF NAME	TOTAL SALES	ACCUMULATED SALES	DAILY TARGET
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
TOTAL							

KINOHIMITS	U
FREEDOM TO LIVE	

### DAILY STOCK MOVEMENT RECORD

TYPE:	SELLING STOCK	MONTH:
ІТЕМ:	DIAMOND COLLAGEN	
		OPEN BALANCE:

DATE	OPEN		IN	RET	URN	SOLD	BALANCE	DOME BY
		QTY	REF. NO	QTY	REF. NO	QTY	QTY	DONE BY
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
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14								
15								
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28								
29								
30								
31								

one consiste one economic

ATTN:	KINOHIMITSU
FROM:	FREEDOM TO LIVE
DATE:	

	STO	CK ORDER	FORM		
REF:	PRODUCT	RETAIL PRICE S\$	ORDER QTY	STOCK ON	REMARKS
SELLING STOCK				HAND	
	COLLAGEN DIAMOND 16'S				
	COLLAGEN MEN 16'S				
	DIAMOND NITE 16'S				
	STEM CELL 16'S				
	UV BRIGHT 6'S				
	88 DRINK 6'S				
	BEAUTY COLLAGEN 6'S				
	BUST UP 6'S				
	PRO-WHITE 30'S				
	COLLAGEN ACTIV 30'S				
	DETOX PLUM JUICE 6'S				
	DETOX TEA GINGER 14'S				
	DETOX TEA PEPPERMINT 14'S				
	KILOS CUT 30'S				
	TUMMY TUCK 60'S				
SAMPLINGS - LOC	SE BOTTLE/SACHET				
	COLLAGEN DIAMOND				
	COLLAGEN MEN				
	DIAMOND NITE				
	STEM CELL				
	UV BRIGHT				
	99 DRINK				
	BEAUTY COLLAGEN				
	BUST UP				
	PRO-WHITE SACHET				
	COLLAGEN ACTIV SACHET				
	DETOX PLUM JUICE				
	KOLOS CUT SACHET				
	VICTORY DRINKS - LEMON/BERRIES				
IROGURE					
	COLLAGEN DIAMOND / MEN				
	DIAMOND NITE				
	STEM CRLL				
	PRO-WHITE				
	BUST UP				
	COLLAGEN ACTIV				
	DETOX PLUM JUICE				
	KILOS CUT				
	TUMMY TUCK				
5044					
ROCS					
<u> </u>					
OTHERS					
	SAMPLING CUPS				
	WOVEN BAGS				
	The state of the s				

### GOODS RETURN FORM

KINOHIMITSU
FREEDOM TO LIVE

DATE:

PRODUCT TYPE*	PRODUCT	SIZE/PCS	BATCH NO	EXP DATE	QTY	REASON OF RETURN

<sup>\*</sup>KINDLY INDICATE SELLING STOCK/SAMPLING/FOCS

RETURNED BY:	
	(NAME/DATE)
RECEIVED BY:	
	(NAME/DATE)



### MONTH END STOCK CHECK LIST

COLLAGEN DIAMOND 16'S COLLAGEN MEN 16'S DIAMOND NITE 16'S STEM CELL 16'S		COUNT		
COLLAGEN MEN 16'S DIAMOND NITE 16'S STEM CELL 16'S				
COLLAGEN MEN 16'S DIAMOND NITE 16'S STEM CELL 16'S				
DIAMOND NITE 16'S STEM CELL 16'S				
I DE PRICEIT CIT	1 1			
UV BRIGHT 6'S				
BB DRINK 6'S				
BEAUTY COLLAGEN 6'S				
COLLAGEN ACTIV 30'S				
DETOX PLUM JUICE 6'S				
DETOX TEA GINGER 14'S				
DETOX TEA PEPPERMINT 14'S				
KILOS CUT 30'S				
OSE BOTTLE/SACHET				
COLLAGEN DIAMOND				
COLLAGEN MEN				
DIAMOND NIGHT				
STEM CELL				
UV BRIGHT				
BB DRINK				
BEAUTY COLLAGEN				
BUST UP				
PROWHITE SACHET				
COLLAGEN ACTIV SACHET				
DETOX PLUM JUICE				
KILOS CUT SACHET				
TUMMY TUCK				
VICTORY DRINK (BERRY / LEMON)				
			$oxed{oxed}$	
			<u> </u>	
			$oxed{oxed}$	
			$oxed{oxed}$	
	BUST UP 6'S PRO-WHITE 30'S COLLAGEN ACTIV 30'S DETOX PLUM JUICE 6'S DETOX TEA GINGER 14'S DETOX TEA PEPPERMINT 14'S KILOS CUT 30'S TUMMY TUCK 60'S  DESE BOTTLE/SACHET COLLAGEN DIAMOND COLLAGEN MEN DIAMOND NIGHT STEM CELL UV BRIGHT BB DRINK BEAUTY COLLAGEN BUST UP PROWHITE SACHET COLLAGEN ACTIV SACHET DETOX PLUM JUICE KILOS CUT SACHET TUMMY TUCK	BUST UP 6'S  PRO-WHITE 30'S  COLLAGEN ACTIV 30'S  DETOX PLUM JUICE 6'S  DETOX TEA GINGER 14'S  DETOX TEA PEPPERMINT 14'S  KILOS CUT 30'S  TUIMMY TUCK 60'S  DETOX TEA PEPPERMINT 14'S  COLLAGEN DIAMOND  COLLAGEN DIAMOND  COLLAGEN MEN  DIAMOND NIGHT  STEM CELL  UV BRIGHT  BB DRINK  BEAUTY COLLAGEN  BUST UP  PROWHITE SACHET  COLLAGEN ACTIV SACHET  DETOX PLUM JUICE  KILOS CUT SACHET  TUMMY TUCK	BUST UP 6'S  PRO-WHITE 30'S  COLLAGEN ACTIV 30'S  DETOX PLUM JUICE 6'S  DETOX TEA GINGER 14'S  DETOX TEA PEPPERMINT 14'S  KILOS CUT 30'S  TUMMY TUCK 60'S  DETOX TEA PEPPERMINT 14'S  KILOS CUT 30'S  TUMMY TUCK 60'S  COLLAGEN DIAMOND  COLLAGEN MEN  DIAMOND NIGHT  STEM CELL  UV BRIGHT  BB DRINK  BEAUTY COLLAGEN  BUST UP  PROWHITE SACHET  COLLAGEN ACTIV SACHET  DETOX PLUM JUICE  KILOS CUT SACHET  TUMMY TUCK	BUST UP 6'S  PRO-WHITE 30'S  COLLAGEN ACTIV 30'S  DETOX PLUM JUICE 6'S  DETOX TEA GINGER 14'S  DETOX TEA PEPPERMINT 14'S  KILOS CUT 30'S  TUMMY TUCK 60'S  DETOX TEA PEPPERMINT 14'S  KILOS CUT 30'S  TUMMY TUCK 60'S  DETOX TEA PEPPERMINT 14'S  KILOS CUT 30'S  TUMMY TUCK 60'S  DETOX TEA PEPPERMINT 14'S  KILOS CUT 30'S  TUMMY TUCK 60'S  DETOX TEA PEPPERMINT 14'S  KILOS CUT 30'S  DETOX TEA PEPPERMINT 14'S  RILOS CUT 30'S  RILOS CUT 30'S  RILOS CUT 3ACHET  TUMMY TUCK

		MONTLY STOCK SLIMMARY	IMMARY				KINOHIMITSU FREEDOM TO LIVE	MITSU
						AS AT:		
0.1	BATCH NO. 2	PRODUCT	RETAIL PRICE SS	OPEN	<u>N</u>	OUT	CIOS	CLOSE
тоск								
)	( )	COLLAGEN DIAMOND 16'S						
_	( )	COLLAGEN MEN 16'S						
( )	( )	) DIAMOND NITE 16'S						
)	( )	STEM CELL 16'S						
( )	( )	UV BRIGHT 6'S						
( )	( )	BB DRINK 6'S						
( )	( )	BEAUTY COLLAGEN 6'S						
( )	( )	BUST UP 6'S						
( )	( )	PRO-WHITE 30'S						
( )	( )	COLLAGEN ACTIV 30'S						
( )	( )	DETOX PLUM JUICE 6'S						
( )	( )	DETOX TEA GINGER 14'S						
( )	( )	DETOX TEA PEPPERMINT 14'S						
( )	( )	KILOS CUT 30'S						
( )	( )	TUMMY TUCK 60'S						

BATCH NO.1	BATCH NO. 2	PRODUCT	RETAIL PRICE S\$	OPEN	Z	ООТ	gios	CLOSE
SAMPLING								
( )	( )	) COLLAGEN DIAMOND						
( )	( )	COLLAGEN MEN						
( )	( )	) DIAMOND NITE						
( )	( )	) STEM CELL						
( )	( )	) UV BRIGHT						
( )	( )	) BB DRINK						
( )	( )	BEAUTY COLLAGEN						
( )	)	BUST UP						
( )	( )	PRO-WHITE SACHET						
( )	( )	COLLAGEN ACTIV SACHET						
( )	( )	DETOX PLUM JUICE						
( )	)	) KILOS CUT SACHET						
MOCKTAIL								
( )	( )							
( )	( )							
FOCS								
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						'		

# KINOHIMITSU MOCKTAIL

Kinohimitsu Victory Drinks + Kinohimitsu Functional Drinks

# Lemon Victory Drink



# Kinohimitsu Collagen Diamond

- Ingredient:
- Victory Drink (Lemon) 330ml
  - Collagen Diamond 50 ml



## Kinohimitsu Collagen Men

- · Ingredient:
- Victory Drink (Lemon) 330ml
- Collagen Men 50 ml



## Kinohimitsu Diamond Nite

- · Ingredient:
- Victory Drink (Lemon) 330ml
- Diamond Nite 50 ml



# Kinohimitsu UV Bright Drink

- · Ingredient:
- Victory Drink (Lemon) 330ml

UV Bright Drink 50 ml



### Kinohimitsu BB Drink

- Ingredient:
- Victory Drink (Lemon) 330ml

• BB Drink 50 ml

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# Berry Victory Drink



# Kinohimitsu Collagen Diamond

- Ingredient:
- Victory Drink (Berry) 330ml
- Collagen Diamond 50 ml



## Kinohimitsu Collagen Men

- Ingredient:
- Victory Drink (Berry) 330ml
- Collagen Men 50 ml



## Kinohimitsu Diamond Nite

- Ingredient:
- Victory Drink (Berry) 330ml
- Diamond Nite 50 ml



# Kinohimitsu UV Bright Drink

- Ingredient:
- Victory Drink (Berry) 330ml
  - UV Bright Drink 50 ml



### Kinohimitsu BB Drink

Ingredient:

Victory Drink (Berry) 330ml

BB Drink 50 ml

### Victory Drink



# Kinohimitsu Collagen Diamond

- Ingredient:
- Victory Drink (Berry) 165ml
- Victory Drink (Lemon) 165ml
- Collagen Diamond 50 ml



## Kinohimitsu Collagen Men

- Ingredient:
- Victory Drink (Berry) 165ml
- Victory Drink (Lemon) 165ml
   Collagen Men 50 ml



### Kinohimitsu Diamond Nite

- · Ingredient:
- Victory Drink (Berry) 165ml
- Victory Drink (Lemon) 165ml
- Diamond Nite 50 ml



# Kinohimitsu UV Bright Drink

- Ingredient:
- Victory Drink (Berry) 165ml
- Victory Drink (Lemon) 165ml
   UV Bright Drink 50 ml



### Kinohimitsu BB Drink

- Ingredient:
- Victory Drink (Berry) 165ml
- Victory Drink (Lemon) 165ml
- BB Drink 50 ml

Thankyou

KINOHIMITSU
FREEDOM TO LIVE

### WASTAGE FORM

OUTLET:

DATE	DRINK	QTY	RECORDED BY	REASON OF WASTAGE

KINOHIMITSU	
FREEDOM TO LIVE	

AM 10.30-6.30PM MID 12-8PM PM 1.30-9.30PM

### **DUTY ROSTER**

OUTLET:	
MONTH:	

						1	
DATE	DAY	STAFF	STAFF	STAFF	STAFF	STAFF	REMARKS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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31							