

## APPENDICES

- 1     **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.
- 3     **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.

\*This is a sample file only. Editable file will be in Excel format.



**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):

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**TO:**  
**DATE:**



**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			
	<b>TOTAL</b>			

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**DAILY PRODUCT SALES SUMMARY REPORT**

REF:	PRODUCT	RETAIL PRICE \$	1st	2nd	3rd	4th	5th	6th	7th	UNIT QTY	AMT	UNIT QTY	AMT	UNIT QTY	AMT	UNIT QTY	AMT	UNIT QTY	AMT	UNIT QTY	AMT	
	<b>REGULAR PRICE</b>																					
1	COLLAGEN DIAMOND 16'S																					
2	COLLAGEN MEN 16'S																					
3	DIAMOND NITE 16'S																					
4	STEM CELL 16'S																					
5	UV BRIGHT 6'S																					
6	BB DRINK 6'S																					
7	BEAUTY COLLAGEN 6'S																					
8	BUST UP 6'S																					
9	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																						
	<b>TOTAL :</b>		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00







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**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							
<b>TOTAL</b>							

TO SUBMIT MONTHLY

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**DAILY STOCK MOVEMENT RECORD**

TYPE: SELLING STOCK

MONTH: \_\_\_\_\_

ITEM: DIAMOND COLLAGEN

OPEN BALANCE: \_\_\_\_\_

DATE	OPEN QTY	IN		RETURN		SOLD	BALANCE	DONE BY
		QTY	REF. NO	QTY	REF. NO	QTY	QTY	
1								
2								
3								
4								
5								
6								
7								
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9								
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12								
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30								
31								

018 01/11/15 018 01/11/15





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**MONTH END STOCK CHECK LIST**

REF:	PRODUCT	RETAIL PRICE \$S	PHYSICAL COUNT	PAPERWORK	REMARKS
<b>SELLING STOCK</b>					
	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				
<b>SAMPLINGS - LOOSE BOTTLE/SACHET</b>					
	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)				
<b>FOCS</b>					
<b>OTHERS</b>					



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BATCH NO. 1	BATCH NO. 2	PRODUCT	RETAIL PRICE \$	OPEN	IN	OUT	SOLD	CLOSE
<b>SAMPLING</b>								
( )	( )	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						
<b>MOCKTAIL</b>								
( )	( )							
( )	( )							
<b>FOCS</b>								
( )	( )							
( )	( )							
( )	( )							
( )	( )							

# 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



# 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

Lemon & Berry

## 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



Thank you



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

**DUTY ROSTER**

OUTLET: \_\_\_\_\_

MONTH: \_\_\_\_\_

DATE	DAY	STAFF	STAFF	STAFF	STAFF	STAFF	REMARKS
1							
2							
3							
4							
5							
6							
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