SALON SUPPLY COST REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Use one currency and a defined purchasing period.

STEP 2 Enter a supply allowance and the amount actually paid.

STEP 3 Keep delivery confirmation and stock observations separate from the payment amount.

STEP 4 Which fact or document still needs checking?

SALON SUPPLY COST REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	SUPPLY PURCHASE CATEGORY	PERSON RESPONSIBLE	SUPPLY ALLOWANCE	PURCHASE COSTS	RECEIPT, DELIVERY AND STOCK CHECK

Outstanding question or record to confirm

SALON SUPPLY COST REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Use one currency and a defined purchasing period.

Concrete next action	Owner / due

ACTION 2 Enter a supply allowance and the amount actually paid.

Concrete next action	Owner / due

ACTION 3 Keep delivery confirmation and stock observations separate from the payment amount.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This desk does not recommend products, assess suitability or calculate stock consumption, service profitability or tax.

- [ ] Source checked
- [ ] Next action assigned