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“Resources for the Single Shop Owner

Parts Arrival and Reception – Handling Promptly

Immediately handle all parts upon arrival. If you are interacting with a customer, finish with the customer first, then handle the parts immediately.

- 1 Match the delivered parts with the invoice
- 2 Receive the purchase order into our shop management system
- 3 Move the parts to the tech’s Parts Location

Place parts for Tech 1: _____

Place parts for Tech 2: _____

Place parts for Tech 3: _____

- 4 Send a message to the tech informing him of the parts that arrived
- 5 Place parts for cars not yet arrived in the Special-Order Parts Cabinet
- 6 Put away parts that are for our stocking inventory
- 7 Write your initials on the paperwork, indicating everything has been handled