

Preparing for your Feature on BargainBee.com

Please complete this checklist to ensure everything goes smoothly! Refer to BargainBee.com or feel free to call us at 1-800-756-3510 if you need assistance.

Stocking Merchandise

1 Have you ordered additional products/stock?

- a** 3x what you typically have in stock for the first week, 4x for sizes that are most popular in clothing items
- b** 5x what you typically stock for other retail products (one-two location shop)
- c** 7 to 10x what you would typically stock for multi-location businesses and online stores
- d** If your business produces custom materials, be prepared to produce up to 5x the usual number of lower price point items in the first month. Those that redeem first are those that will spend the value of the BargainBee voucher and those that wait will typically be the customer that doubles the value of the order.

2 Have you put on your calendar to stock 3x more than usual in the final month of the deal, as customers try to use their soon-to-expire vouchers? The last day your BargainBee vouchers are valid will be just as busy as the first day!

Training Staff

3 Have you trained staff how to input BargainBee voucher codes into the phone-in redemption system, POS, or to gather information using the printed spreadsheet?

- a** Have you scheduled double the number of employees as there are phone lines for reception on the day of your feature?
- b** Have you staffed all employees for the first day your feature is valid and 85 to 90% the entire week after?
- c** Do you have a person dedicated to answering the BargainBee Discussion Board (and all social media networks if your company is active online) on the day of the feature?

4 Did you train staff to ask for the customer's voucher number at the time of reservation?

5 Have you instructed staff to ask about rebooking?

6 Have you considered offering an incentive for customers who book follow-up appointments/reservations on the spot?

7 Have you instructed staff to present bargainBee customer with a bill that includes the total amount pre-BargainBee voucher (and circled it) and then subtract the BargainBee amount from the receipt?

8 Did you reinforce to reception staff the importance of gathering as much contact info as possible, so you can remarket to these customers?

9 Have you distributed copies of the "What You Need to Know" flyer?

10 Did you meet with all staff and set objectives for the BargainBee promotion?
(*tip: Offer an employee incentive to make sure BargainBee customers receive great service, even when staff may be a bit stressed.*)