

# Store Cheat Sheet

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### Insurance

Gallant Insurance - Contact is Jeanne Mayer

[JMayer@GallantIns.com](mailto:JMayer@GallantIns.com)

978-263-3500

W/Comp, Auto, Medical, Property & D&O

Add a driver to the truck

\*\*\*In Feb we will receive notice of w/comp audit due, let Sue know\*\*\*

### NEI

Lorrie Stewart is our contact - text or call her if you see anything

978-360-2745

[LStewart@neinfrastructure.com](mailto:LStewart@neinfrastructure.com)

Russ - Is the maintenance man for the building but you go through Lorrie with issues

### Plowing

We need to move our truck for Russ, shovel by the doors, chip ice and check out ramp and stairs for ice

\*\*\*If we are going to be closed please text Lorrie\*\*\*

### Cleaners

Every other week

\$70 per visit

Make check payable to: Marli Araujo

Leave the check for Lorrie in back mail bin at beginning of the month

Record dates for visits on paperwork for Jenn (Accounting)

## **Cleaning Jobs We need to Do - especially in the winter months**

Wash Floors outside of the bathroom

Sorting area and loading dock floor during the winter

Vacuuming the carpets

Truck

## **Ordering Bathroom Supplies**

Home Depot Pro - Bathroom supplies

<https://www.supplyworks.com/>

Go to order history to see what we have bought

Ok, to ship to FSFB just let Lorrie know

## **Tax Free**

Target - give phone number or name

Amazon

Lowes - give phone number

Home Depot - give tax ID

Ocean State- Need paperwork

Harbor Freight - give phone number

BJs Card

## **Thank You letters**

Donations \$250 or more from any source including transport

Donations without an e-mail address

Any drives by a group, company etc

## **T-Shirts**

Trusted Tees in Hudson- Shereen

25 South St. Unit 1 Hudson

(978) 562-4405

[info@trustedteeshop.com](mailto:info@trustedteeshop.com)

## **Mattress & Bedframe Orders**

Invoices print off 2 copies - 1 to go to Jenn and 1 to send to Sue for grant tracking

## **Lori - Serendipity**

She hands out fliers to every customer, check in with her to see if she needs any

## **Accounting**

Jenn Mandelbaum is our bookkeeper

Contact info - cell 508-361-6851

[JWMandelbaum@yahoo.com](mailto:JWMandelbaum@yahoo.com)

Info that she needs monthly:

- All deposits and what they were for with backup
- Mastercard statement when it comes in the mail
- UBS statement comes in the mail
- Credit card receipts with what the charge was for
- Let her know when all this information is ready for her
- Give her any mail relating to accounting items

## **Inventory Counting**

Mattress and Frames - Grant

Count monthly & document the counts

Quarterly

Break item classes into groups and count over 3 months

Missing Items - put it into Inventory Adjustment Client as + **or** -

## **BP Dispatch**

508-231-1000

Metal or cardboard bins - call to empty

1 day notice for on demand pick up

Cardboard - M/TH/Fr

Metal -

Trash pickup is a regularly scheduled date

## **Patrick Murphy 1-800 Got Junk**

[patrick.murphy@1800gotjunk.com](mailto:patrick.murphy@1800gotjunk.com)

774-279-2958

## **Carmel Movers**

Jill Mazzola

[Jill@carmelmoving.com](mailto:Jill@carmelmoving.com)

1-800-287-2042 x 113

## **Al Hutchinson**

Barry H Junk Removal

508-847-9689

## **Textile Recycling - Bay State Textiles**

Samantha Marino - accounts manager

[Samantha@baystatetextiles.com](mailto:Samantha@baystatetextiles.com)

## **Social Media**

Wendy Bertone

[wendy.b@freshstartfurniturebank.org](mailto:wendy.b@freshstartfurniturebank.org)

Shaye Manning Klotz

[Shaye.m@freshstartfurniturebank.org](mailto:Shaye.m@freshstartfurniturebank.org)

302-236-5189

## **Scentinel Nose Work - Dog Training**

Gail McCarthy 617-775-7968

Monday (~5pm), Wednesdays, and Sundays

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Revision #3

Created 28 January 2024 19:00:46 by Ann Cattarin

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