Store Cheat Sheet

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Insurance

Gallant Insurance - Contact is Jeanne Mayer

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

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

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

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

774-279-2958

Carmel Movers

Jill Mazzola

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

Social Media

Wendy Bertone

wendy.b@freshstartfurniturebank.org

Shaye Manning Klotz

Shaye.m@freshstartfurniturebank.org

302-236-5189

Scentinel Nose Work - Dog Training

Gail McCarthy 617-775-7968

Monday (~5pm), Wednesdays, and Sundays

Revision #3
Created 28 January 2024 19:00:46 by Ann Cattarin
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