

**Please read this brief carefully before completing the role**

**JOB:**  **RETAILER NAME – Availability audit - complete by xxx - £9.50/PAY RATE**

**RETAILER:** Insert retailer name

**PRODUCTS/CATEGORY: Insert name of brand / products / category to check**

**COMPLETION:**  Insert date to be completed by or dates from / to to complete

**PAY:**  £9.50 (min we’d suggest)

**EXPENSES:** N/A – no purchase required

**OVERVIEW / BACKGROUND TO THE CALL**

INSERT HERE details around what the purpose of the visit is to give the worker some background.

For example…

You will be calling on a number of stores and performing an audit on products to determine whether they are in stock at the time of your visit.

We need you to go into store introduce yourself to staff explain you are there on behalf of XXX (and the store has been selected to take place in the quarterly audit process. Then walk around the whole store to determine where the products to be audited are. They may be in several locations in store, on the XX fixture, on the XX fixture or in other locations. It is vital you look carefully to see whether the product is in stock.

**WHAT DOES A GOOD JOB LOOK LIKE:**

INSERT HERE what success looks like – keep it brief & clear what your expectations are

**INSERT IMAGE OF YOUR PRODUCTS – it makes it easier for workers to find them in-store**

For example…..

Accurate information about the products stocked in each store for XXXX

**PRODUCTS TO CHECK:**

INSERT table here with product name / pack size / weight / Price marked pack details

****

**LOCATION IN-STORE**: **XXXXXX Fixture**

**INSERT IMAGE OF FIXTURE IN-STORE, ideally of what a good job looks like so workers can easily identify the fixture where they will find the product and see what they need to achieve**

**REPORTING QUESTIONS**

1. What date did you visit the store?
2. What time did you visit the store?
3. Image of the XXXX fixture to show BRAND / PRODUCT
4. Was “PRODUCT X”available? (Yes / No)
5. Was “PRODUCT X”available? (Yes / No)
6. Was “PRODUCT X”available? (Yes / No)
7. Was “PRODUCT X”available? (Yes / No)
8. Was “PRODUCT X”available? (Yes / No)
9. Was “PRODUCT X”available? (Yes / No)
10. Was “PRODUCT X”available? (Yes / No)
11. Was “PRODUCT X”available? (Yes / No)
12. Was “PRODUCT X”available? (Yes / No)
13. Was “PRODUCT X”available? (Yes / No)
14. Any other comments or feedback?
15. Photo of the outside of the store

Once we have verified this, you will be paid on the next payroll according to your preferences.

Thanks for being a part of the revolution! Don't forget to tell your friends/family about redwigwam & BRAND NAME

Many thanks,

**The INSERT BRAND NAME Team**

**PLEASE DELETE THIS SECTION BEFORE SAVING YOUR FILE AS A PDF (remember to reduce the images as max file size is 5MB)**

To get your job loaded & live please log into your account <https://hirer.redwigwam.com/login/>

On your dashboard go to JOBS – ADD A JOB, Select Sector – RETAIL, Select Job Type – AUDITOR

Select template job - Retail - availability audit - complete by xxx - £9.50

You will then need to update the job according to your requirement and also ensure you amend the products / pricing in the reporting section too from XXXXs / ABC.

If you need help then please pop onto live chat or email catherine@redwigwam.com