



STORE/CENTER SPECIFICATIONS AUDIT

In order to determine what upgrades, if any, will be required on the transfer, please send the following items to Stephanie Nicholas, Senior Resale Coordinator, via fax (800-846-8644) and/or email (snicholas@annexbrands.com):

1. Complete the attached PostalAnnex+/PostalAnnex Audit Checklist;
2. Email at least 10 photos of the store from different sections/angles of the store including the exterior sign, interior walls showing paint, pictures of the flooring, base cove, slatwall, counters, and TV; and
3. Print and send the following reports:
 - ❖ System Check Report [Print from the Main (aka Master) & Auxiliary POS Computers]
From the PostalMate Shipping Side on the toolbar go to:
-Tools/System Check/Report (bottom left hand corner with printer icon)
 - ❖ Department Listing (Print from the Main POS Computer only)
From the PM Shipping Side on the toolbar go to:
-Edit/Department/Listing (bottom left hand corner with printer icon)
 - ❖ PA+/PA Unit Sales Report (USR) for last full month (Print from the Main POS Computer only)
From the CashMate side on the toolbar go to:
-Reports/Register/PostalAnnex+ Unit Sales/Date Range
 - ❖ PA+/PA Sales Report for same full month (Print from the Main POS Computer only)
From the CashMate side on the toolbar go to:
-Reports/Register/Sales/Department/Date Range
 - ❖ Accounts Receivable list of Accounts (Print from the Main POS Computer only)
From the CashMate side on the toolbar go to:
-Reports/Account/Accounts Receivable/Charge Accounts/Customer ID/Print

PostalAnnex+/PostalAnnex Audit Checklist

When a PostalAnnex+/PostalAnnex Service Center transfers/changes hands, the Home Office may require equipment and construction upgrades to bring the store into compliance with current standards.

Completed By: _____

Store #: _____ Date: _____		Audit Checklist to be Completed	To be Completed by Annex Brands, Inc.	
			Upgrade Required	ABI Comments
Computer Hardware (must meet current PostalMate hardware requirements)				
1. TWO COMPLETE SHIPPING/POS SYSTEMS (OPERATIONAL)	1. Y or N Type: _____ _____	☐		
2. TWO CASH DRAWERS (OPERATIONAL)	2. Y or N Type: _____ _____			
3. TWO RECEIPT PRINTERS (OPERATIONAL)	3. Y or N Type: _____ _____			
4. TWO SCANNERS (OPERATIONAL)	4. Y or N Type: _____ _____			
5. TWO SCALES (OPERATIONAL)	5. Y or N Type: _____ _____			
6. NETWORKING/HARDWIRED (OPERATIONAL)	6. Y or N Type: _____ _____			
7. TWO POS CUSTOMER DISPLAY POLES (REQUIRED IN CA AND AZ - OPERATIONAL)	7. Y or N Type: _____ _____			
8. ELECTRONIC CASH REGISTER(S)	8. Y or N Type: _____ _____			
Computer Software				
1. OPERATING SYSTEM: WINDOWS 10 PRO OR HIGHER	1. Type: _____ _____	☐		
2. VERSION OF POSTALMATE	2. Version #: _____ _____			
3. POSTALMATE MAILBOX MANAGER / IMPLEMENTED AND USED	3. Y or N _____ Other Program Used : _____			
4. AR PROGRAM/HOUSE ACCOUNTS RECORDED	4. Y or N _____ _____			
5. PM TOOLS	5. Y or N _____ _____			
6. QUICKBOOKS	6. Y or N _____ _____			

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Exterior Sign			
1. CURRENT POSTALANNEX+, POSTALANNEX LOGO	1. Y or N Type: _____ _____	☐	
2. SIGN IN WORKING ORDER / GOOD CONDITION (I.E. LIGHT, ETC.)	2. Y or N : _____ _____		
3. PICTURE(S) OF EXTERIOR SIGN(S) SENT/ATTACHED	3. Date Submitted: _____		
4. PICTURE(S) OF STORE FRONT/WINDOWS SIGN(S) SENT/ATTACHED	4. Date Submitted: _____		
Paint			
1. WHITE - FLOOR TO 7'	1. Y or N : _____ _____	☐	
2. RED BAND - 7' TO 7' 6"	2. Y or N : _____ _____		
3. BLUE - 7' 6" TO CEILING	3. Y or N : _____ _____		
4. PICTURES OF INTERIOR WALLS SENT/ATTACHED	4. Date Submitted: _____		
5. LAST PAINTED	5. Approximate Date: _____ _____		
Flooring			
1. TYPE OF FLOORING	1. Carpet or Tile : _____	☐	
2. CARPET IN GOOD CONDITION	2. Y or N : _____ _____		
3. LAST TIME CLEANED	3. Approximate Date: _____ _____		
4. LAST TIME REPLACED	4. Approximate Date: _____ _____		
5. VINYL FLOORING WITH POSTALANNEX+ LOGO	5. Y or N : _____ _____		
6. LAST TIME CLEANED	6. Approximate Date: _____		
7. PICTURE(S) OF FLOORING SENT/ATTACHED	7. Date Submitted: _____		

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Red Base Cove			
1. RED BASE COVE AROUND THE STORE WALLS / SLATWALL	1. Y or N : _____ _____	☐	
2. RED BASE COVE AROUND COUNTERS	2. Y or N : _____ _____		
3. PICTURE(S) OF BASE CODE SENT/ATTACHED	3. Date Submitted: _____		
Slatwall & Counters			
1. SLATWALL PANELS	1. Y or N : _____ Number of Feet: _____	☐	
2. LIGHTED VALANCE OVER SLATWALL PANELS	2. Y or N : _____ _____		
a. BULBS NOT LIT OR THAT NEED TO BE REPLACED	a. Number of Bulbs: _____		
3. PICTURE(S) OF SLATWALL AND LIGHTED VALANCE SENT/ATTACHED	3. Y or N Date: _____ _____		
4. COUNTERS	4. Y or N : _____ Counter Top Color: _____		
5. PICTURE(S) OF COUNTERS SENT / ATTACHED	5. Date Submitted: _____		
Equipment			
Binding System & Supplies (operational)	Y or N Type: _____ _____ _____	☐	
Laminating System & Supplies (operational)	Y or N Type: _____ _____ _____	☐	
Key Machine & Supplies (operational)	Y or N Type: _____ _____ _____	☐	

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Equipment			
Passport Camera (operational)	Y or N Type: _____ _____ _____	☐	
Postage Meter (operational)	Y or N Type: _____ _____	☐	
a. Endicia integrated with PostalMate	a. Y or N : _____ _____	☐	
b. Dymo Label Printers	b. Y or N Number of Printers: _____ Type(s) of Printers _____ _____ _____		
a. Credit Card Machine	a. Y or N Type: _____ Leased or Owned: _____ _____	☐	
b. Cayan	b. Y or N Version: _____ # of terminals: _____		
c. Other Company/Provider integrated with PostalMate	c. Y or N Version: _____ Company: _____		
Letter Scale (operational)	Y or N Type: _____ _____	☐	
FAX (operational)	Y or N Type: _____ _____	☐	
a. TV (operational): Flat-Panel, 1080p, LED between 40"-50", w/ at least 1 HDMI input	Y or N Type: _____ _____	☐	
b. Picture of TV Submitted	Date Submitted: _____		
c. ScreenCloud Device (for In-Center TV Marketing Program)	Y or N : _____		
Copiers			
Two Walk Up Self Serve Copiers (operational)	Number of Copiers: _____ Type: _____ Type: _____	☐	

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