



Retail Store Markdown & Clearance Implementation Checklist 2026

Pre-Implementation Strategy & Approval

Reviewing sales data, determining markdown percentages, and obtaining management authorization for clearance events.

Markdown Strategy Approval Date

Markdown Strategy Type

- ☐ Seasonal Clearance
- ☐ End of Line/Discontinued
- ☐
- ☐ Flash Sale

Target Markdown Percentage (%)

Reason for Markdown/Strategy Justification

Write something...

Manager Approval Signature

Inventory Identification & Sorting

Identifying slow-moving, seasonal, or damaged stock that qualifies for clearance and physically separating items for markdown.

Item Categories for Clearance

- ☐ Seasonal/Seasonal Transition
- ☐ End of Line/Discontinued
- ☐ Damaged/Defective Goods
- ☐ Slow-Moving Stock
- ☐ Overstock/Bulk Surplus

Total Number of Units Identified

Enter a number...

Date of Sorting Completion

Enter date...

Specific SKU or Batch Reference

Write something...

Notes on Item Condition/Damage

Write something...

Inventory Lead Verification

Pricing & Tagging Accuracy

Updating physical price tags, generating new barcodes, and ensuring all clearance stickers are visible and scanable.

Date of Price Change Implementation

Enter date...

Tagging Method Used

- ☐ Manual Sticker Application
- ☐ Barcode Re-labeling
- ☐ Digital Price Update Only

Percentage of Markdown Applied

Enter a number...

Items Verified for Correct Pricing

- ☐ Hardware/Hang Tags
- ☐ Shelf Edge Labels (SEL)
- ☐ Promotional Wobblers
- ☐ Price Scanners/Handhelds

Photo Proof of New Pricing Tags

 Upload File

Pricing Auditor Verification

Merchandising & Floor Placement

Organizing clearance bins/racks, ensuring high-traffic visibility, and maintaining an organized 'clearance zone' layout.

Clearance Zone Designation

- ☐ End-cap Display
- ☐ Dedicated Clearance Bin
- ☐ Impulse Buy Zone (Checkout)
- ☐ Seasonal Transition Rack

Merchandising Tasks Completed

- ☐ Items straightened and folded
- ☐ Bins/Racks replenished
- ☐ Price signage attached to products
- ☐ Aisle clearance/walkway checked

Specific Zone Notes

Write something...

Merchandising Completion Date

Enter date...

Signage & Promotional Communication

Deploying 'Sale' or 'Clearance' signage, updating digital displays, and ensuring pricing communication is consistent across the store.

Signage Types Deployed

- ☐ Window Decals/Posters
- ☐ Aisle Talkers/Shelf Talkers
- ☐ Digital Screen/Digital Signage
- ☐ Floor Decals/Stickers
- ☐ Large Format Hanging Banners
- ☐ Price Point Signage

Promotional Message/Headline

Write something...

Promotional Campaign Status

- ☐ Drafting
- ☐ In Production
- ☐ Deployed
- ☐ Removed/Archived

Signage Deployment Date

Enter date...

Photo Proof of Signage Placement

 Upload File

Marketing Manager Verification

POS System & Software Update

Updating the Point of Sale system with new clearance prices and ensuring automated discounts are functioning correctly.

Software Version Verified

- ☐ Yes, system is up to date
- ☐ No, update required

Discount Code/Promotion ID

Write something...

Date of Price Update

Enter date...

Updated Hardware Components

- ☐ Barcode Scanners
- ☐ Receipt Printers
- ☐ Credit Card Terminals
- ☐ Customer Facing Displays

Manager Verification

Staff Briefing & Training

Communicating new pricing rules, markdown policies, and upselling techniques for clearance items to the floor team.

Training Completion Date

Enter date...

Topics Covered in Briefing

- ☐ New Markdown Percentages
- ☐ Updated Clearance Zone Layout
- ☐ New Pricing/Tagging Procedures
- ☐ Loss Prevention Protocols
- ☐ Up-selling Strategies for Clearance Stock

Staff Questions or Clarifications Noted

Write something...

Store Manager Signature



Loss Prevention & Security Monitoring

Applying security tags to high-value clearance items and monitoring high-density clearance zones for increased shrinkage risk.

Security Measures Implemented

- ☐ Security Tags Applied
- ☐ EAS Sensor Check Completed
- ☐ High-Value Item Cage Secured
- ☐ CCTV Coverage Verified

Risk Level Assessment

- ☐ Low
- ☐ Medium
- ☐ High

Identified Vulnerabilities

Write something...

Security Officer/Manager Verification

Post-Implementation Review & Audit

Verifying price accuracy on the floor and checking that all marked-down items are correctly reflected in the inventory system.

Audit Completion Date

Enter date...

Audit Result Status

- ☐ Passed - All items correctly marked
- ☐ Passed with Minor Discrepancies
- ☐ Failed - Immediate Re-audit Required

Number of Pricing Discrepancies Found

Enter a number...

Areas Requiring Corrective Action

- ☐ Physical Signage
- ☐ Digital/POS Accuracy
- ☐ Shelf Labeling
- ☐ Stock Placement

Discrepancy Details & Corrective Notes

Write something...

Auditor Signature

< Previous

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✓ Finish

🔗 Generate Sample Report