



# Signage & Pricing Accuracy Checklist (Daily)

## High-Traffic Areas

Focus on signage and pricing in areas with the most customer flow (entrances, promotional displays, endcaps).

### Entrance Signage Accuracy (1-5, 5 being perfect)

### Number of Promotional Signs Present

### Are all Promotional Signs Visible?

☐ Yes☐ No☐ N/A

### Number of Items with Incorrect Pricing (High-Traffic)

**Are all shelf labels accurately associated with products?**

☐ Yes

☐ No

☐ N/A

**Notes on High-Traffic Area Issues**

Write something...

## Promotional Signage

Verify all promotional signs are accurate, visible, and reflect current offers.

**Promotion 1: Sign Description**

Write something...

**Promotion 1: Discount Percentage/Amount**

Enter a number...

**Promotion 1: Start Date**

Enter date...

**Promotion 1: End Date**

Enter date...

### Promotion 1: Sign Visibility (Clear, Obstructed, Missing)

- ☐ Clear
- ☐ Obstructed
- ☐ Missing

### Promotion 1: Pricing Accuracy (Correct, Incorrect)

- ☐ Correct
- ☐ Incorrect

### Photo Documentation (if incorrect)

 Upload File

## Shelf/Endcap Signage

Check all signage on shelves and endcaps for correct product association and pricing.

### Number of Endcaps Checked

Enter a number...

### Signage Matches Product?

- ☐ Yes
- ☐ No
- ☐ N/A

### Number of Mismatched Signage/Product Pairs

Enter a number...

### Signage Quantity Accurate?

- ☐ Yes
- ☐ No
- ☐ N/A

### Notes on Signage Issues (e.g., missing, damaged)

Write something...

### Signage Placement Correct?

- ☐ Yes
- ☐ No
- ☐ N/A

## Price Tags & Labels

Confirm all items have visible price tags, and that the prices match the POS system.

### Item Code Verification: Compare price tag to item code.

Enter a number...

### Price Discrepancy Count: Number of price tag errors found.

Enter a number...

### Price Tag Visibility: Is the price tag clearly visible?

- ☐ Yes
- ☐ No

**Price Tag Condition: Is the price tag damaged/obscured?**

☐ Yes

☐ No

**Incorrect Pricing Quantity**

Enter a number...

**Notes on Price Tag Issues (e.g., faded, peeling)**

Write something...

**POS System Price Match**

☐ Matches

☐ Does Not Match

## Digital Signage (if applicable)

Ensure all digital displays are functioning correctly and displaying accurate pricing/promotions.

**Digital Signage Count**

Enter a number...

### Signage Functioning Status

- ☐ Functioning Correctly
- ☐ Minor Issue - Resolved
- ☐ Major Issue - Reported
- ☐ Not Functioning

### Content Accuracy - Promotions

- ☐ Accurate
- ☐ Inaccurate - Corrected
- ☐ Inaccurate - Reported

### Content Accuracy - Product Information

- ☐ Accurate
- ☐ Inaccurate - Corrected
- ☐ Inaccurate - Reported

### Notes on Digital Signage Issues

Write something...

### Screenshot of Issue (if applicable)

 Upload File

## Clearance Sections

Verify accuracy of clearance signage and corresponding product pricing.

### Number of Clearance Items Checked

Enter a number...

### Number of Pricing Errors Found

Enter a number...

### Signage Clarity (Clearance)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Price Tag Visibility (Clearance)

- ☐ Visible
- ☐ Partially Obscured
- ☐ Not Visible

### Notes on Clearance Pricing/Signage Issues

Write something...

### Price Matches POS?

- ☐ Yes
- ☐ No

# New Arrivals/Displays

Check signage and pricing for any new products or displays.

## Quantity of New Arrivals Verified

## Signage Present for New Arrivals?

☐ Yes☐ No

## Pricing Accuracy - New Arrivals

☐ Accurate☐ Inaccurate☐ Price Tag Missing

## Notes on Pricing Discrepancies (if any)

## Description of New Display (for reference)

## Number of Products Displayed with Incorrect Signage



**Display Signage Clear and Visible?**

☐ Yes

☐ No