



The  
**Ultimate  
Readiness  
Checklist**

*For the Holiday Selling Season*

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## **1. Tune-up Physical Equipment**



Your physical equipment is the backbone of your fulfillment operation. Too often the stresses of holiday volume can burden physical systems and stress your fulfillment operation. Now is a good time to give your EDI systems a holiday tune-up and confirm that all working equipment is up to the task

- Check that physical systems and key software products are fully updated.
- Replace or upgrade aging equipment.
- Check for available space on working systems and upgrade disks or clean up disk space.
- Confirm that printers are up to the task of the higher seasonal volume of printing packing slips and shipping labels.
- Be sure to have ample printing supplies with suppliers of each documented.

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**\* Check back for more steps  
this Monday**