

Luxe Mini Boutique
 347-908-5111
 Destinie Perrotte

Time Sheet

Sunny Lee

Date	Start Time	End Time	Summary	Total Duration	Cumulative Hours
8/21	9:00am	6:00pm	Intro Meet and Greet team/Lunch	8.00 hours	8 hours
8/22	10:00am	6:00pm	Creating Mood board of your outlook on fall/ get familiar with tagging and sku's	8.00 hours	16 hours
8/23	10:00am	6:00pm	Tag and label new inventory/ answer to IG orders and pick ups	8.00 hours	24 hours
8/24	9:00am	5:00pm	Package orders for pick ups and prepare shipping labels for postal	8.00 hours	32 hours
9/2	10:00am	6:00pm	Warehouse move day/ mail day	8.00 hours	40 hours
9/5	9:00am	5:00pm	Warehouse move	8.00 hours	48 hours
9/6	10:00am	6:00pm	Assist with personal client style 5 wardrobe outfits	8.00 hours	56 hours
9/13	10:00am	5:00pm	Update new inventory on Bigcartel and edit website promote highlights / on Instagram/ order wine for sample	7.00 hours	63 hours

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			sale/choose serving of the food		
9/14	10:00am	5:00pm	Create a pinterest and Tik Tok for Boutique/prepare moving boxes make content of move day / prepare for sample sale event	7.00 hours	70 hours

9/19	10:00am	5:00pm	Plan and Organize pop up shop lay out. Order supplies , plan with venue owner/ choose one outfit for personal client w/ gift	7.00 hours	77 hours
09/20	10:00am	6:00pm	Create and plan out content days with team/ prepare boxes for move day	8.00 hours	85 hours
9/25	9:00am	5:00pm	Assist with warehouse move	8.00 hours	93 hours
10/3	9:00am	5:00pm	Assist with warehouse move to new we work studio	8.00 hours	101 hours

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10/12	10:00am	5:00pm	Gather fall samples and test try on / pack orders and prepare for pick up and ship out	8.00 hours	109 hours
10/16	10:00am	6:00pm	Create sample sale for online and in house from move out inventory	8.00 hours	117 hours
10/22	10:00am	6:00pm	Assist with sample sale and mark downs for the biggest sale of the year	8.00 hours	125 hours 😊😊😊

Supervisor Destinie Perrotte Date 10/22/24

Employee Sunny Lee Date 10/22/24