

DESIGN PARTNERSHIP

DANK HOUSE × UTILYZE

Inventory · Sales · Delivery · Processes

UTILYZE

SYSTEM + PROCESS IMPLEMENTATION

OWNER · DAN COATS

A simpler path from setup → daily use.



PHASE 1

WEBSITE FOUNDATION

Set up the basic system for three stores.

● **LOCATIONS**

- Connect all three stores to one inventory system.
- Keep store quantities separate.

● **CHECKOUT**

- Set up pickup, delivery and cash checkout.
- Keep the sale and inventory count together.

● **ACCESS**

- Set staff and manager access.
- Keep owner access separate.

● **STORE RULES**

- Set shipping and payment rules.
- Confirm hours, phone numbers and basic store details.

OWNER INPUT

Devices • legal details • delivery setup • hours • phone numbers • website access • social accounts • Password File

STAFF INPUT

Product count • barcode coverage • store starting quantities

INVENTORY

Build a clean product list that works across all three stores.

● **PRODUCT INFO**

- Product name, brand, type or flavor.
- Price, SKU and barcode.
- Add images when available.

● **BARCODES + SKUS**

- Use the manufacturer barcode when available.
- Create a simple DH-#### SKU when there is no barcode.
- Confirm barcode coverage before launch.

● **THREE STORES**

- Import store locations.
- Set quantities separately for each store.
- Verify a sample against the shelf.

3

STORE LOCATIONS

1

SHARED INVENTORY SYSTEM

DH-####

BACKUP SKU FORMAT

SCAN → SELL → UPDATE

SIMPLE DAILY FLOW

PHASE 3

STORE SETUP + TRAINING

Get each register ready, then train the team on the same routine.

01

DOWNLOAD APP

Install the inventory / POS app and sign in.

DONE

02

SET UP STORE

Set up inventory, delivery and starting counts.

DONE

03

TEST

Ring a sample sale and confirm inventory changes.

DONE

04

TRAIN

Train staff on sales, inventory and delivery.

DONE

TRAINING GOAL

Same process • every store • every shift

Sales are entered before product leaves. Inventory is checked and updated as part of the routine.

PROCESS

INVENTORY PROCESS

Receive new stock, update quantities, and keep counts accurate.

1 RECEIVE

Unpack and organize incoming products.

2 SCAN

Use the phone camera to scan barcodes.

3 COUNT

Enter the new quantity for the store.

4 CHECK

Spot-check a sample against the shelf.

NO BARCODE → use DH-1001, DH-1002, etc.

PROCESS

SALES PROCESS

Keep every sale tied to the inventory count.

● WALK-IN

- Search or scan each item.
- Confirm the total.
- Take payment and complete the sale.
- Inventory updates with the sale.

● PICKUP

- Pull the items.
- Customer pays.
- Mark the order paid.
- Inventory stays current.

● CASH CLOSE

- Count the drawer.
- Compare cash to today's sales.
- Spot-check key items.
- Report any mismatch that night.

THE RULE

Ring the sale before the product leaves the store.

PROCESS

DELIVERY PROCESS

A short, repeatable flow for staff and drivers.

1 ORDER

Order is received and checked.

CLEAR HANDOFF

2 PULL

Items are pulled from the correct store.

CLEAR HANDOFF

3 DELIVER

Driver delivers the order.

CLEAR HANDOFF

4 CLOSE

Payment and order status are completed.

CLEAR HANDOFF

DELIVERY TRAINING

Train staff on pulling, handoff, delivery status and payment.

BEFORE LAUNCH

OWNER + STAFF INPUT

Collect the information that keeps setup moving.

● OWNER

- Store hours and phone numbers.
- Website account and social media logins.
- Google / analytics access.
- Product pricing, SKUs and images.
- Delivery rules and legal details.

● STAFF

- Current product count.
- Barcode coverage.
- Starting quantity by store.
- Devices available at each register.
- Confirm the first test sale.

PASSWORD FILE

One secure place for website, social, Google / analytics and other account access.

OPTIONAL — MARKETING

MARKETING

Add simple customer outreach after the core system is running.

● REWARDS + TEXTS

- Customers can opt in or out.
- Send text messages to customers who have opted in.
- Useful for offers, reminders and repeat visits.

● SOCIAL CAMPAIGNS

- Plan and send social posts.
- Create simple promotions and campaigns.
- Keep messaging consistent across locations.

TYPICAL EXTRA

\$50 / month per marketing automation

Optional add-ons can be added as needed.

OPTIONAL — CARD PAYMENTS

CARD PAYMENTS

Add card payments after processor approval.

1 RING

Enter the complete sale first.

2 PAY

Enter the total on the card terminal.

3 COMPLETE

Customer taps or inserts the card.

4 RECONCILE

Compare system totals with processor totals.

HARDWARE

Phone or tablet at each register • separate card terminal when approved

PRICING

ONE SIMPLE PRICE

Implementation is included.

\$1,200

UPFRONT

\$200 / MO

12 MONTHS

ANYTIME

CANCEL

CORE IMPLEMENTATION

40 HOURS

Website foundation • inventory • store setup • training • cash processes

CARD PAYMENTS

60 HOURS

Adds processor setup • terminals • payment matching