8.2 Stand Operation Checklist

Task	Who	Completed & Date
Bins for waste		
Brochures		
Business Cards		
Business Reports		
Catalogues		
Conversion tables for weights and measures		
Currency exchange rate sheet		
Customs Tariffs		
Display material eg. Powerpoint slides		
Invoices		
Notepads & Pens		
Opening & closing procedures		
Photo folders		
Price-lists		
Receipt books		
Reference documentation		
Staff Uniforms		
Stationery		
Technical documentation		