



UNLEASHED

an  access company

PEAK SEASON READINESS CHECKLIST

Are You Peak Season Ready?

Stock-outs during peak season are one of the most common - and costly - mistakes businesses make. Use this checklist to see exactly where you stand, and what you can still do before Black Friday hits. For each item, tick the box that applies.



Already sorted

You're ahead of the game



On the radar - act now

Still time to fix this before peak



Lock it in for next year

Too late this time - plan ahead now

STOCK & FORECASTING

Reviewed last year's sales data to forecast demand	☐	☐	☐
Set reorder points and safety stock levels for top SKUs	☐	☐	☐
Audited current stock levels across all warehouses	☐	☐	☐
Identified slow-moving stock to clear before peak	☐	☐	☐

SUPPLIERS & PURCHASING

Confirmed supplier lead times for peak period	☐	☐	☐
Placed pre-orders for high-demand products	☐	☐	☐
Identified backup suppliers for critical items	☐	☐	☐

SYSTEMS & TECHNOLOGY

Real-time stock visibility across all locations	☐	☐	☐
Automated low-stock alerts and replenishment reminders set up	☐	☐	☐
eCommerce channels connected and syncing automatically	☐	☐	☐
Real-time reporting dashboards ready for peak period	☐	☐	☐

OPERATIONS & FULFILMENT

Warehouse space and equipment capacity confirmed	☐	☐	☐
Temporary staffing arranged and briefed	☐	☐	☐
Order processing speed tested end-to-end	☐	☐	☐

FOR MANUFACTURERS

Bills of Materials updated and costed accurately	☐	☐	☐
Component and raw material availability confirmed for production schedule	☐	☐	☐
Production capacity planned to meet retailer demand	☐	☐	☐

Mostly red? Unleashed typically onboards in 4-6 weeks so there's still time to be ready for Black Friday. **[Book a chat](#)** to see how quickly you could be up and running.