



# Inspection and Prepping Checklist

*Think like an Amazon customer!*

## Inspection

### Shoebbox:

- Does the shoe have a box? Does it *need* a box? Some shoes (like flip-flops, crocs, and slippers) don't need a shoebox and should be poly bagged.
- Does the box have the shoe's branding? Does it *need* the shoe's branding?
- Does the box have a lid? Has an attached lid been torn off?
- Are the corners of the box crushed?
- Does the box have a price written on it?
- Does the box have store or price stickers on it?

### Shoe Condition:

- Is there any damage to the shoes?
- Is there any scuffing or wear on the heels? The toes? The sides? The soles?
- Is there any marking on the soles?

### Shoe Size, Color, and Style:

- Are the shoes the correct size?
- Are the shoes the correct color?
- Are the shoes the correct style?

### Other oddities:

- Two left shoes or two right shoes
- Only one shoe
- The completely wrong pair of shoes
- Shoes with a store security device still attached
- Receipts or OA packing slips still in the shoebox
- Any other type of item that doesn't belong in the shoebox
- Do the shoes have support (paper stuffing, shoe tree, etc) inside? Do they *need* support?

## Prepping

- Remove stickers from box.
- Remove writing or stickers from soles of shoes.
- Fasten any fasteners.
- Arrange any filler materials, including tissue paper.
- Secure the box lid.
- In some cases, poly bag the shoes instead of shipping in a shoebox.
- Attach your FBA barcode sticker.