

Secondhand Bookstore Pre-Opening Document

1. Store Details

Store Name

Address

Contact Information

Opening Date

2. Mission Statement

3. Inventory Plan

Sourcing Methods

Categories of Books

Initial Inventory List

4. Store Layout & Design

Floor Plan Description

Furniture & Fixtures

5. Marketing & Promotion

Pre-Opening Marketing Activities

Launch Event Details

6. Operations Plan

Opening Hours

Staffing Plan

Daily Operations Checklist

7. Budget Overview

Estimated Costs

Funding Sources

8. Key Dates & Timeline

9. Notes