PRINTABLE CHECKLIST · PEAK SEASON 2026

# Peak season warehouse checklist

A one-sheet plan for multichannel sellers who run their own warehouse. Work back from your peak dates (Black Friday Nov 27, Cyber Monday Nov 30, 2026), give every task one owner and one due date, and tick it off on the floor.

**Warehouse:** _____ **Checklist owner:** _____ **Last review date:** _____

## 1 STOCK POOL AND CHANNEL SYNC — 2-3 weeks before peak

| | TASK | OWNER | DUE |
|---|---|---|---|
| ☐ | List every channel you sell on: Shopify, Amazon, eBay, Etsy, retail stores and others. | | |
| ☐ | Confirm every channel draws from one stock pool, not its own count. | | |
| ☐ | Compare listed quantities with the warehouse count for every sale SKU. | | |
| ☐ | Know when listings update. In Fiftify, listing quantities update once per packed shipment, so close packed orders before each carrier pickup. | | |
| ☐ | Set a stockout limit per sale SKU and a cap for your fastest channel. | | |

## 2 CYCLE COUNTS ON TOP SKUS — 2 weeks before peak

| | TASK | OWNER | DUE |
|---|---|---|---|
| ☐ | Pull the sale SKU list and the fastest movers from last peak's order history. | | |
| ☐ | Count those SKUs bin by bin and set the system count from the physical count. | | |
| ☐ | Recount any SKU that had a count gap, a stockout or an oversell in the last 90 days. | | |
| ☐ | Finish the counts before you move any stock to new bins. | | |

## 3 RECEIVING CUT-OFF — Set it now, hold it 1 week before peak

| | TASK | OWNER | DUE |
|---|---|---|---|
| ☐ | Write each supplier's last order date and lead time beside the sale SKUs. | | |
| ☐ | Set an internal receiving cut-off that leaves time to check, label and put away. | | |
| ☐ | Receive peak stock against purchase orders and note short or damaged receipts. | | |
| ☐ | Put stock away to a bin the same day. A pallet at the dock is not stock you can sell. | | |
| ☐ | Move late or risky inbound to a review list and drop it from the promotion if needed. | | |

## 4 BIN LABELS AND SLOTTING FOR SALE SKUS — After the counts

| | TASK | OWNER | DUE |
|---|---|---|---|
| ☐ | Move the fastest sale SKUs near the pack station once their count is clean. | | |
| ☐ | Keep slow or bulky items further back unless they are part of the sale. | | |
| ☐ | Label every new or moved bin with a barcode and update its location. | | |
| ☐ | Scan-test the bin and product labels on every sale bin. | | |

## SALE SKUS TO WATCH AND NOTES

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## 5 PICK AND PACK STATION SETUP — 1 week before peak

| | TASK | OWNER | DUE |
|---|---|---|---|
| ☐ | Charge phones and scanners before each shift; keep spares and chargers at each station. | | |
| ☐ | Scan every item at the pack station to catch mispicks before the parcel is sealed. | | |
| ☐ | Test label printers and rolls for product barcodes and shipping labels. | | |
| ☐ | Plan pick waves for your busiest hours; name pickers, packers, a runner and backups. | | |
| ☐ | Post a one-page scan and pack routine at each station for temporary staff. | | |

## 6 PACKING SUPPLIES

| | TASK | DONE BY |
|---|---|---|
| ☐ | Count boxes, mailers, tape, void fill, label rolls and ribbons. | |
| ☐ | Estimate use from last peak's daily orders and add a buffer. | |
| ☐ | Reorder early enough for your supplier's lead time. | |
| ☐ | Stage supplies at every station and name one person to restock. | |

## 7 RETURNS PLAN

| | TASK | DONE BY |
|---|---|---|
| ☐ | Set a returns area apart from sellable stock. | |
| ☐ | Read each channel's holiday return window on its own policy page. | |
| ☐ | Name who inspects returns and how fast they go back to a bin. | |
| ☐ | Grade each return: restock, repair, return to supplier or write off. | |

## 8 CARRIER CUT-OFF DATES TO LOOK UP — Fill in from each carrier's own holiday page

| Carrier | Service | Last ship date | Pickup time | Source page and date checked |
|---|---|---|---|---|
| | | | | |
| | | | | |
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| | | | | |

Carriers publish holiday cut-off dates on their own sites and can change them, so write the source and the date you checked it, and check again a week before peak. Plan the last ship day per channel from these dates and post the sheet at the pack station.

## 9 AFTER-PEAK REVIEW — The week after Cyber Monday

| | TASK | OWNER | DUE |
|---|---|---|---|
| ☐ | Count accuracy: run a quick cycle count on sale SKUs against the system. | | |
| ☐ | Mispicks: group errors by SKU, bin and barcode issue. | | |
| ☐ | Oversells: trace each case to channel stock, open orders or cancel timing. | | |
| ☐ | Leftover stock: split it into keep, return to supplier, markdown or hold. | | |
| ☐ | Note what ran out and which hours were short; add the fixes to next year's list. | | |


### Run peak on one stock pool

Fiftify is a warehouse management system for multichannel sellers: one stock pool for Shopify, Amazon, eBay, Etsy and retail stores, bins, receiving against purchase orders, barcode scanning on Android and iOS phones, and pick, pack and ship. Starter is free for up to 100 orders a month.

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