



GYC Operations Kit

Fillable PDF text. Stage 6, Step 6.

What's an SOP? It stands for standard operating procedure, which is a simple thing with a formal name: a written record of how your shop does a job that repeats. The Roadmap taught you the method. These pages just capture your version of it, so a helper could pack an order next December without asking you a single question.

Don't fill this in all at once. Start with page 2, because packing is the job you'd hand over first. The rest can wait until you need it.

Accounts

Etsy shop: _____ • Website: _____

Email platform: _____ • Canva account: _____

Passwords are kept in: _____ (a password manager, never on this page)

Files

Photo templates and originals: _____

Pricing Calculator: _____

Stats and Income trackers: _____

Keyword map and swipe files: _____

Suppliers

What	Supplier	Reorder when	Lead time
Main material			
Boxes and mailers			
Tissue and fillter			
Insert cards			



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Packing an order

Where supplies live: _____

Packing days: _____

- 1.** Pull the order, and check the item, variation, and personalisation twice
- 2.** Product layer: the piece goes into its _____ (box, band, or sleeve)
- 3.** Presentation layer: wrap in _____ tissue, seal with a sticker
- 4.** Connection layer: thank-you card, a handwritten line using the customer's first name, care card, and the insert card (never skip either)
- 5.** Shipping layer: mailer or box with your logo sticker. Fragile items padded with _____
- 6.** Buy the label with tracking, adding insurance above \$_____, then mark it shipped
- 7.** If it's one-of-a-kind or the last of a batch, remove it from your other channel now, not later
- 8.** Gift orders: no invoice inside, and include the gift note if there is one

My processing promise: _____ days, and I aim to ship _____ day(s) early.