**REDUCED PRICE ITEMS**

**When to Discount Items:**

1. Past their “Sell by” Date
2. Brown/discolored

**How to Discount Items:**

1. Pull items you wish to discount
2. Take to register
	1. Scan all items, ask your manager to help finalize and void transaction
	2. Use receipt to calculate 25% off of each price
		1. Reduced Price=price\*0.75
3. Take to Meat Dept (only weekend afternoons)
	1. On the Scale
		1. Type “2000” and press Enter
		2. Type in the reduced price of the item
		3. Click print for the number of tags you need for that price
		4. Type “2000” and press Enter
		5. Type in the reduced price of the next item, change the price, print the number of tags you need
		6. Repeat for all discounted items

**How to apply Tags to Items**

1. Tear the tag just below the bar code
2. Put the tag bar code over the original bar code
3. Put the ½ of the tag with the price on the front of the item

*Organize all discounted items into either the refrigerated or dry Discount Section*