



## Guidelines For A New Lab Start Up

It is crucial for your success to have everything you need. You will perform repairs, adjust glasses, make glasses, and replace worn parts. It is important for any business, but most important for the start-up company, to meet a new customer's needs immediately. If you are unable to perform routine services in a timely, professional manner, the customer will go where someone can!

Now: Just how do you go about deciding what to order, how much to order, and where to order?

Relax. We are here to help. We did the work for you.

How did we come up with the list? We pinched it!

We shot a ten-minute video covering every square inch of a lab from the floor to the ceiling, the inside of every drawer and cabinet, and the counter tops. This lab served an established, busy and successful practice that provided same-day service for single vision glasses. The practice saw an average of twelve patients a day, and probably sold an average of ten jobs a day. The staff was never at a loss for a part or tool and were given free reign to purchase anything they felt necessary. The videotape became an inventory which became the attached list of items.

Note that this list is **just** for a lab start up, or for a lab as an individual and separate part of the business plan. You will have overlapping needs in the lab and in the optical dispensary. If you are also required to build the optical dispensary, then your list will expand to include items like mirrors, reading cards, cleaning cloths, additional tools, pupilometers, and calculators.

Once you have your list in place, your part numbers chosen, and your contact information ready, you can expect it to take eight hours for completion of the ordering process. This does not include time for any unpacking or the set-up of the items.

Learned from experience:

- Do not be shy about asking for discounts. If you are placing a large order, you deserve one. Ask for it!
- Always ask for 30-60-90 day billing. It is better to spread the payments out over time to keep money in the practice when starting up.

- For smaller items and one-item purchases, have a credit card ready. It is easier, faster, and less hassle to pay ahead than going through the trouble of filling out a credit application and setting up an account.
- Keep track of EVERYTHING! Watch the invoices, watch the credits, and follow up! If you return an item, track it and make sure you get credit.
- Get to the right person. Get a name, get an email address, and get a fax number. If problems arise, you can go back to that individual and hold them responsible.
- You cannot do one-stop shopping. No one place really has it all. Some of the items will even come from the corner store, Bed Bath and Beyond, Home Depot, Lowe's and Wal-Mart.
- Do NOT buy "kits." Buy only what you need to run YOUR lab.
- Learn to say, "No". If you feel pressured in to buying something you did not intend to, do not buy it. Say, "No thanks," and shop around some more.
- Balance the cost against the opening date. You do not want to place the orders too far ahead and have bills due before you have income. You also do not want to wait and have items arriving after you have opened. Placing the orders about four weeks ahead should allow adequate time for arrival and billing to begin after you are in business.

Here's what it might take to open a working lab from scratch:

	Description	Quantity
1	Screw 1.0 X 4.2	Package
2	Screw 1.1 X 4.2	Package
3	Screw 1.2 X 2.7	Package
4	Screw 1.2 X 4.5	Package
5	Screw 1.2 Tap and Snap	Package
6	Screw 1.3 X 5.2	Package
7	Screw 1.37 X 3.3	Package
8	Screw 1.40 X 3.5 LocTite	Lg. Qty. Package
9	Screw 1.40 X 4.0 LocTite	Package
10	Screw 1.4 X 4.5 LocTite	Package
11	Screw 1.4 X 4.65 LocTite	Package
12	Screw 1.4 Tap & Snap	Package
13	Screw 1.5 Tap & Snap	Package
14	Screw 1.6 X 5.75	Package
15	Nose Pad 9MM Push On Silicone Button	Package
16	Nose Pad 9MM Screw On Silicone Button	Package
17	Nose Pad 12MM Push On Vinylon	Package
18	Nose Pad 12MM Screw On Vinylon	Package
19	Nose Pad 15MM Push On Silicone	Package
20	Nose Pad 15MM Screw On Silicone	Package
21	Nose Pad 17MM Screw On Silicone	Lg. Qty. Package
22	Nose Pad 17MM Push On Silicone	Lg. Qty. Package
23	Nose Pad 17MM Screw On Vinyl Gold	Package
24	Nose Pad 17MM Screw On Vinyl Silver	Package
25	Nose Pad 18MM Push On Vinyl Gold	Package
26	Nose Pad 18MM Push On Vinyl Silver	Package
27	Nose Pad 20MM Screw On Silicone	Package
28	Nose Pad 20MM Push On Silicone	Package
29	Nose Pad 20MM Push On Vinyl Gold	Package
30	Nose Pad 20MM Push On Vinyl Silver	Package
31	Nose Pad 20MM Screw On Vinyl Gold	Package
32	Nose Pad 20MM Screw On Vinyl Silver	Package
33	Clip On Pad	Package
34	Form-Fit Bridges Assortment	Assortment (3)
35	Broach kit	1
36	Strap Bridge Assortment	Assortment (3)

37	Bayonet Pad	Package
38	Under cabinet lighting	As needed
39	Tint tank	1
40	Lens holder for tint tank	1
41	Leap Pads	Box
42	Rinse pot (if you do not have sink nearby)	1
43	Frame warmer	1
44	Poly safe progressive marking remover	Medium bottle
45	Lens cleaner 8 Oz	Case
46	Hand stone (even if your edger has safety bevel function)	1
47	Parts drawers (plastic multi drawer units)	2
48	Stock lens storage trays/boxes	As needed
49	Flat file	1
50	Tweezers	1
51	Screwdrivers	6
52	PD Sticks	6
53	Nut drivers or universal	1
54	Trash can(s)	1 - 2
55	Magnetic tool bar(s)	1 - 2
56	Safety pins	2
57	Thumb tacks	2
58	Wide jaw pliers	1
59	Super fine needle nose plier	1
60	Rimless cut off snips	1
61	Hardened cutting pliers	1
62	Deburring tool	1
63	Soft jaw plier	1
64	Soft jaw round pliers	1
65	Closing sizing pliers	1
66	Rimless pressing pliers	1
67	Thickness gauge	1
68	Nose pad pliers	1
69	Tap 1.2	Package
70	Tap 1.4	Package
71	Tap 1.5	Package
72	Tap 1.6	Package
73	Tap handles	1 - 4
74	Axis aligning pliers	1
75	Double A batteries (for Pupilometer)	Package
76	Super Glue	1
77	Shrink Wrap	Package
78	PAL Identifier	1
79	Polish wheel (optional)	1
80	File trays or file cabinet	1
81	Demo lenses (box)	1 box
82	Lensometer ink	1 bottle
83	Tints (may come with tint unit)	As needed
84	Neutralizer (may come with tint unit)	As needed
85	Rimless cord	From frame orders
86	Lens alignment gauge	1
87	Gun oil	1
88	Work pad(s)	2
89	Trays (Order the deep ones and more than you think you need)	50
90	Tray tags	50
91	Cardboard storage boxes	As needed
92	Cleaning cloths	2
93	Pad popper tool	1
94	Paper towel dispensers	2
95	Paper towels	Case
96	Drill bits 1.2, 1.3, 1.4, 1.5, 1.6	Assortment
97	Screw driver blades	Assortment
98	Lens washer adhesive	1
99	Temple tips 1.1	Package
100	Temple tips 1.4	Package
101	Temple tips 1.6	Package
102	Extractor blades	Assortment
103	Razor file	1
104	Figure 8 liner	Package
105	Glass nut-bolt	Package

<b>106</b>	Rimless sleeves small hole	Lg. Qty. Package
<b>107</b>	Rimless sleeves large hole	Package
<b>108</b>	Rimless nose pads	Package
<b>109</b>	Rimless temple ends	Package
<b>110</b>	Lensometer	1
<b>111</b>	Pen/Marker holders	2
<b>112</b>	Scissors	1
<b>113</b>	Office supply items: tape, note pads, Post-Its, stapler, etc.	Assortment
<b>114</b>	China markers (grease pencils)	Box
<b>115</b>	Lens clock	1
<b>116</b>	Rubber counter edge block for screw tightening	1