**Define Inventory**- What do you want us to count?

|  |  |  |
| --- | --- | --- |
| **Type of Product** | **Circle One** | **Explain any exclusions or other detail** |
| Finished Goods | Yes or No |   |
| Raw Materials | Yes or No |   |
| RMA | Yes or No |   |

**Define Count Requirements**

|  |  |
| --- | --- |
| **Question** | **Circle One** |
| Inventory Count Tags – will count tags be required?  | Yes or No |
| Count Sheets – do you need copies of our count sheets?  | Yes or No |
| Reports (reconciled as of) – do you need a reconciliation report?  | Yes or No |

**Count Schedule**

|  |  |
| --- | --- |
| **Question** | **Provide Date** |
| Preferred date |   |
| Preferred shipping activity stop date |   |
| Preferred receiving (Finish Goods and RMA) activity stop date |   |
| Preferred assembly activity stop date |   |

**Other Requirements**

|  |  |
| --- | --- |
| **Question** | **Circle One** |
| Will you have an auditor present on site? | Yes or No |
| Is this person internal or external? | Internal or External |
| Will auditor observe only or perform spot count?  | Observe or Perform  |
| Internal or external physical count – will you perform your own inventory count?  | Yes or No |
| *Please note that if you plan to have internal or external customer personnel or parties on site at DCL, you’ll need a provide a signed Waiver of Subrogation* |