## **Delivery Day Worksheet**

School Supply Programs

School Name	School ID
EPI Rep Name	EPI Rep Phone
EPI Rep Email	
Delivery Date	FOR ADDITIONAL DETAILS & EXAMPLE PICTURES SCAN THIS QR CODE.

## **Delivery Day Inventory** (Use this to help you take inventory upon delivery)

## **#** of Pallets Delivered

**EPI** SCHOOL SUPPLIES

Grade Level /	<b>Total Packs</b>	Packs		INVENTORY TIPS
Pack Name	Ordered	Received	Notes	ORGANIZE BY GRADE / PACK TYPE. See the label on the outside of the box to determine grade / pack type in each box. White boxes have multiple types of packs. See stickers on outside for details.     OUTSIDES OF EACH CASE/BOX. There may be a different quantity of packs for each grade level case (i.e., Grade 2 may have 3 per case and Grade 4 only 2 per case). Also, review white case labels closely to see the grade level packs and quantities in each. WHAT IF MY COUNT IS DIFFERENT?
				<ul> <li>Did a case get sorted into the wrong grade level?</li> <li>Double check labels for each grade to ensure the quantity of packs is the same for all packs of the same grade level.</li> <li>Double check white cases for multiple grade level packs</li> </ul>
				per box. These cases often contain packs for multiple grades.

## **Bulk Items**

Item	Quantity Ordered	Quantity Received	Item	Quantity Ordered	Quantity Received

Other	
Other Delivery Notes	ļ
Notes	