This template should be used during off-loading (by the receiver) at the receiving point to record sample weights of commodity bags/tins. Sampling the weight of commodities is used to verify the accuracy of standard unit weights. A 10 percent sample of the quantity delivered-per commodity–is recommended.

|  |  |  |
| --- | --- | --- |
| **Shipment #:** |  | **Date of Tally:** |
| **Commodity:** |  | **Warehouse Location:** |
| **Unit Size:** |  | **Standard Unit Weight:** |
| **Bag #** | **Actual Weight** | **Bag #** | **Actual Weight** | **Bag #** | **Actual Weight** | **Comments** |
| **1** |  | **21** |  | **51** |  |   |
| **2** |  | **22** |  | **52** |  |   |
| **3** |  | **23** |  | **53** |  |   |
| **4** |  | **24** |  | **54** |  |   |
| **5** |  | **25** |  | **55** |  |   |
| **6** |  | **26** |  | **56** |  |   |
| **7** |  | **27** |  | **57** |  |   |
| **8** |  | **28** |  | **58** |  |   |
| **9** |  | **29** |  | **59** |  |   |
| **10** |  | **30** |  | **60** |  |   |
| **11** |  | **31** |  | **61** |  |   |
| **12** |  | **32** |  | **62** |  |   |
| **13** |  | **33** |  | **63** |  |   |
| **14** |  | **34** |  | **64** |  |   |
| **15** |  | **35** |  | **65** |  |   |
| **16** |  | **36** |  | **66** |  |   |
| **17** |  | **37** |  | **67** |  |   |
| **18** |  | **38** |  | **68** |  |   |
| **19** |  | **39** |  | **69** |  |   |
| **20** |  | **40** |  | **70** |   |   |
| **Prepared by:** |  |  |
| **Signature:** |  | **Date:** |  |
|  |  |  |  |  |
| **Reviewed by:** |  |  |
| **Signature:** |  |  | **Date:** |  |