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:** | |  | |