|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Count:** | | | | **Warehouse Name:** | | | | | |
| **Commodity:** | | | | **Shipment #:** | | | | **Unit Size:** | |
| **Physical Count** | | **Balance on**  **Warehouse Ledgers** | | | | **Difference**  **(between physical count and balance on ledger )** | | |
| **(Units)** | **(Kgs)** | **(Units)** | | | **(Kgs)** | **(Units)** | | **(Kgs)** |
|  |  |  | | |  |  | |  |
| **1. Explanation for the DIFFERENCE:** | | | |  | | | | |
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| **2. Action taken to reconcile the DIFFERENCE:** | |  | | |
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|  | | | | |
| **Prepared by:** | |  | | | |
| **Signature:** | |  | | **Date:** |  |
|  | |  | |  |  |
| **Approved by:** | |  | | | |
| **Signature:** | |  | | **Date:** |  |