|  |  |
| --- | --- |
| **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:** |  |