



LEADERS HOLDING CO.™

Est. 1971

Inventory Control Form (ICF)

The **Inventory Control Form (ICF) is used to:

- ✓ Identify product missing a serial number tag
- ✓ Identify an issue or problem with a product
- ✓ Identify merchandise returning to the warehouse that has an issue or problem

1 → SERIAL #

2 → STORE or RACK NAME or SALESMAN #

3 → **INVENTORY CONTROL FORM**

4 → ☐ **Damaged**

4a → Mark damaged on item with Red Tape for easy identification

4b → Describe where the damage is located on the piece:

4c → Describe the damage on the piece:

6 → ☐ **Labeled Incorrectly**

Fill in the following information for how the item should be labeled:

Vendor: **7**

SKU: **8**

Finish: **9**

Fabric: **10**

Description: **11**

5 → ☐ **Missing Serial Tag & In New Condition**

☐ **Invalid Scan**

Distribution Center & Driver Use Only **12**

13 → **RETURN BAY/REPAIR ASSESMENT NOTES**

Condition Code: U C D R A Evaluated By: _____

The ICF form must be completely filled out every time one is used and attached to a product. If a serial number or SKU tag falls off of a product, it needs to be able to be identified by the information you provide on the Inventory Control Form. **BE SPECIFIC IN YOUR DESCRIPTION OF WHAT IS WRONG.**

The ICF form should be completely filled out as follows:

ICF FORM FIELDS	WHAT SHOULD I WRITE IN THIS FIELD?
1	Serial number of the product with the issue
2	Your store number or the product's rack number
3	Legibly, write your Name or Salesperson number
4	Put a mark through this box if the item is damaged
4a	Place Red Tape firmly on all damaged areas
4b	Description of damage (cracked glass top, came off of transfer truck scratched.)
4c	Describe where the damage is located on the piece (Right, Front Leg).
5	Mark through this box if the Serial Tag is Missing
6	Mark through this box if the product is mislabeled
7 through 10	These are self-explanatory, above
11	How is the item mislabeled?
12 & 13	Do not write <i>anything</i> in these areas, please. (For Driver & DC use, only).

****Note:** ICF cards can be requested using the Supply Request form through the Receptionist at the Distribution Center.