UNIS

Master Logistics Tally & 3PL Revenue Audit Card

Part 1: INBOUND

A. Shipment Data

Arrival Date/Time : _____/_____/_____   Carrier: _____

Tracking Number/Seals: _____   PO No.(RN) _____

Supplier/Vendor: _____   Expected Qty _____

ET: _____

B. Freight Profile

SKU	Description	Lot	Expiry	Qty	UOM

ILPs: _____

_____

_____

_____

_____

EA Dims: (L×W×H)		EA Weight (lbs)	
Pallet Dims: (L×W×H)		Pallet Weight (lbs)	
Ti x Hi		Stacked Qty	
Pallet Count		Temp. ☐ Ambient ☐ Chill ☐ Frozen	

Hazmat Status ☐ None ☐ Class: _____

DO NOT STACK ☐   Location: _____

Special Handling : _____   Freight Class: _____

C. Inbound Accessorials

Worker Type	Qty/Hrs	Notes
☐ Unload		
☐ Labor		
☐ Materials		
☐ Admin		

Part 2: TRANSACTION LOG

Date	Trans Type.	Ref#.	Picked By	Qty in/out	New Bal.

Part 3: OUTBOUND

A. Order data

Order No.(DN) _____ Expected Qty: _____

Appointment Date/Time: _____ Shipped Date/Time _____

Client Account/Ref Code: _____

Client Account: _____

Tranler/Seal: _____

ET: _____

B. Retailer Compliance Check

Retailer Packaging Standards Met ☐ Yes ☐ No	Documentation Complete ☐ Yes ☐ No
Pallet Quantity Match ☐ Yes ☐ No_____	Quantity Match ☐ Yes ☐ No_____
No Damage ☐ Yes ☐ No_____	Not Expired ☐ Yes ☐ No_____

C. Outbound Accessorials

Worker Type	Qty/Hrs	Notes
☐ Load		
☐ Labor		
☐ Materials		
☐ Admin		

Part 4: FINAL RELEASE & BILLING LOCK

Final Release Statement:	Office Use Only - Revenue Lock
I certify this shipment matches the manifest, meets consignee requirements, and all billable services are recorded.	☐ All services posted to Invoice #_____
QC Manager Sign: _____	Biller Sign: _____
Date: _____/_____/_____	Date: _____/_____/_____ (STAMP "POSTED" HERE)

QR Code