

Master Logistics Tally & 3PL Revenue Audit Card

Part 1: INBOUND

A. Shipment Data

| | | | |
|------------------------|--|-------------------|--|
| Arrival Date/Time | | Carrier | |
| Tracking Number/Seals: | | PO Number | |
| Supplier/Vendor | | Expected Quantity | |

B. Freight Profile

| | | | |
|-----|--|-------------|--|
| SKU | | Description | |
| Lot | | Expiry | |
| Qty | | UOM | |

| | | | |
|--------------------------|--------------------------|-------------------------|--|
| Weight (lbs) | | EA Dimension (L×W×H) | |
| Pallet Dimension (L×W×H) | | Pallet Weight (lbs) | |
| TiHi | | Stack Height | |
| Pallet Count | | Freight Class | |
| Special Handling | | Temperature Requirement | |
| Hazmat Status | | Location | |
| DO NOT STACK | <input type="checkbox"/> | | |

C. Inbound Accessorials

| Worker Type | Qty/Hrs | Notes |
|------------------------------------|---------|-------|
| <input type="checkbox"/> Unload | | |
| <input type="checkbox"/> Labor | | |
| <input type="checkbox"/> Materials | | |
| <input type="checkbox"/> Admin | | |

Part 2: TRANSACTION LOG

| Date | Trans Type | Ref # | Picked By | Qty out/in | New Balance |
|------|------------|-------|-----------|------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Part 3: OUTBOUND

A. Order Data

| | | | |
|--------------|--|------------|--|
| Order Number | | Order Date | |
| Destination | | | |

B. Retailer Compliance

| | | | |
|------------------------|--------------------------|-------------------------|--------------------------|
| Retailer | | Packaging Standards Met | <input type="checkbox"/> |
| Documentation Complete | <input type="checkbox"/> | Retailer Compliance Met | <input type="checkbox"/> |
| Quantity Match | <input type="checkbox"/> | Pallet Quantity Match | <input type="checkbox"/> |
| Not Expired | <input type="checkbox"/> | No Damage | <input type="checkbox"/> |

C. Outbound Accessorials

| Worker Type | Qty/Hrs | Notes |
|------------------------------------|---------|-------|
| <input type="checkbox"/> Load | | |
| <input type="checkbox"/> Labor | | |
| <input type="checkbox"/> Materials | | |
| <input type="checkbox"/> Admin | | |

Part 4: FINAL RELEASE & BILLING LOCK

Final Release Statement

FINAL RELEASE STATEMENT: "I certify this shipment matches the manifest, meets consignee requirements, and all billable services are recorded."

| | |
|------------------------|------------------|
| QC Manager Sign: _____ | Date: __/__/____ |
|------------------------|------------------|

Office Use Only - Revenue Lock

| |
|--|
| <input type="checkbox"/> All services posted to Invoice #_____ |
| Billor Sign: _____ (STAMP "POSTED" HERE) |

