

<b>School Name</b> _____	<b>School ID</b> _____
<b>EPI Rep Name</b> _____	<b>EPI Rep Phone</b> _____
<b>EPI Rep Email</b> _____	

### Your Delivery Details (provided by your EPI Rep)

<b>Delivery Date</b> _____	<b># of Pallets Sent:</b> _____	<b># of Cases Sent:</b> _____
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### Delivery Day Inventory (Use this to help you take inventory upon delivery)

**# of Pallets Delivered** \_\_\_\_\_

Grade Level / Pack Name	Total Packs Ordered	Packs Received	Notes	
				<p><b>INVENTORY TIPS</b></p> <ul style="list-style-type: none"> <li>• <b>COUNT THE PALLETS FIRST.</b> This is the first thing you should do. If your count is different than what the rep provided you, contact them ASAP!</li> <li>• <b>SORT &amp; COUNT THE CASES/BOXES.</b> Your rep can provide you with the total number of cases being sent. Then, organize the cases by grade level so you can easily do a pack inventory before opening any cases.</li> <li>• <b>COUNT THE PACKS USING THE STICKERS ON THE OUTSIDES OF EACH CASE/BOX.</b> There may be a different quantity of packs for each grade level case (i.e., Grade 2 may have 3 per case and Grade 4 only 2 per case). Also, review white case labels closely to see the grade level packs and quantities in each.</li> </ul> <p><b>WHAT IF MY COUNT IS DIFFERENT?</b></p> <ul style="list-style-type: none"> <li>• Did a case get sorted into the wrong grade level?</li> <li>• Double check labels for each grade to ensure the quantity of packs is the same for all packs of the same grade level.</li> <li>• Double check white cases for multiple grade level packs per box. These cases often contain packs for multiple grades.</li> </ul>

#### Bulk Items

Item	Quantity Ordered	Quantity Received

Item	Quantity Ordered	Quantity Received

**Other Delivery Notes**