Receiving Desk Check

WORKSHEET / Type in the shaded boxes or print a fresh copy.

Six dining chairs are due. Four arrive ready for install and one arrives damaged. Record the shortage separately from the damage.

01 Work through the example

	Example	Your case
Units ordered	**6**	
Received in usable condition	**4**	
Received damaged	**1**	

Calculation: starting count minus both outcome groups

Units still undelivered

Damaged units have arrived. Track their replacement separately from units missing from the delivery.

02 Make a handoff note

Purchase order or item

Damage evidence to collect

Vendor follow-up owner

Receiving Desk Check

PRACTICE TEST / Use the example values on page 1.

1. With the example values, what is the units still undelivered?

- 9
- 1
- 4

2. If "Received damaged" changes from 1 to 2, with the other example values unchanged, what is the new result?

- 7
- 0
- 1

3. Which action makes the most sense for this example?

- Close the record and skip the next review.
- Mark every unit as ready to install.
- Log damage and the missing unit as separate follow-ups.

What helped you, or what would you change?

Check your answers in Practice-and-Test.html for a score and an explanation of each answer. The PDF stores your selections when saved in a compatible PDF reader.