ARRIVING INVENTORY CHECK-IN

Location:_____ **Date:**_____ **Flooring Source:**_____ **Manufacturer:**_____

Model:_____ **Year:**_____ **SN #:**_____ **Size:**_____ **Furnace SN#**_____

Customer Name / Stock_____ **Invoice Amount:**_____ **Zone:**_____

ARE THERE PARTS IN HOME? **YES** **OR** **NO** **FAX TO CENTRAL OFFICE:**

1) FRONT & BACK CHECK SHEET. 2) DRIVER'S CHECK SHEET. 3) PARTS INVOICES

KEY: **S-SATISFACTORY** **D-DAMAGED** **M-MISSING**

Exterior	S	D	M
Front Light Fixture			
Back Light Fixture			
Hitch End Light Fixture			
Siding & Trim			
Soffit			
Fascia			
Window Glass			
Window Screens			
Shutters			
Front Door			
Front Storm Door			
Rear Door			
Rear Storm Door			
Sliding Patio / SCR			
Hinged Patio / No SCR			
Roof			
Gutter			
Fireplace Pipe / Cap			
Roof Vents / Caps			
Outriggers			
Floor Insulation			
Tires	#_____ Flats		
Sky Lights			

Interior	S	D	M
Doors / Frames			
Locksets			
Interior Storm Window			
Mini Blinds			
Curtains / Drapes			
Carpet			
Vinyl Floor-Kitchen			
Vinyl Floor-Dining			
Vinyl Floor-M/Bath			
Vinyl Floor-2/Bath			
Vinyl Floor-Utility			
Vinyl Floor-Foyer			
Interior Walls			
Master Bath-Tub			
Shower			
Cabinets			
Toilet			
Kitchen Cabinets			
Appliances			
Mirrors			

	Count	*# Missing*	
Light Fixture / Globes	_____	_____	***Describe on Page 2 &***
Ceiling Fans / Globes	_____	_____	***Drivers Check Sheet***

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Remember, all damage & missing items must be written on Driver Check Sheet in addition to this sheet. If you need more room than allotted on Driver Check Sheet, turn it over & write on back & note on front side, see back side of this for further damages. If you write on back of Driver Check Sheet, make copy of front & back. Make sure you fax the front & back to the central office.

Inspected By:_____ **Date:**_____

ARRIVING INVENTORY CHECK-IN

SN #_____

GUTTER:	QTY-	COLOR-
UPPER MANSARD:	QTY-	COLOR-
"J" RAIL:	QTY-	COLOR-
MIDDLE METAL:	QTY-	COLOR-
DIVIDER BAR:	QTY-	COLOR-
LOWER METAL:	QTY-	COLOR-
STARTER RAIL:	QTY-	COLOR-
FULL METAL:	QTY-	COLOR-
SHUTTER:	QTY-	COLOR-

FASCIA:	QTY-	COLOR-
SOFFIT:	QTY-	COLOR-
CORNER TRIM:	QTY-	COLOR-
SIDING:	QTY-	COLOR-
SHUTTERS:	QTY-	COLOR-
SHINGLES:	QTY-	COLOR-

***NOTE: FACTORY COLOR MUST BE INDICATED ON ABOVE DAMAGE CHART**

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List below in detail any defects or missing items checked on front:

**Courtesy of Mobile Insurance*