COUNTER APP — TALLY & CLICKER · PRINTABLE SHEET

Freight Receiving Count Sheet

Expected vs received, with damage and short/over per line

HOW TO USE

1. Copy each line from the PO or packing list before the truck is opened.
2. Settle the unit first: if the order is in units and the label says cases, write units per case and count in one unit only.
3. Short/over = received − expected. Note damage before signing the carrier's paperwork.

Supplier _____ PO / ASN no. _____

Carrier _____ Date / time _____

Received by _____ Pallets / cartons _____

Line	Item / description	Unit	Units per case	Expected	Received	Damaged	Short (−) / over (+)	Note
Total								

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