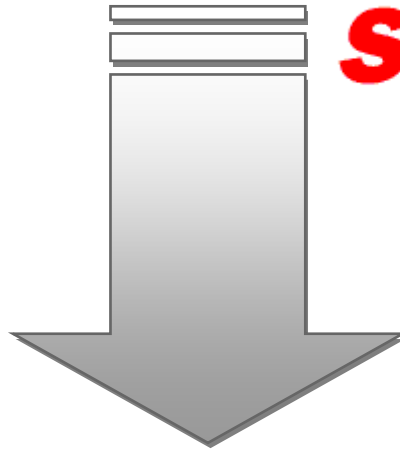


3

- Document Management  
33 Checks



**StorGuard**  
STORAGE SOLUTIONS



# StorGuard

## STORAGE SOLUTIONS

### StorGuard 33 Point Checklist

1. Does the box exist on our systems?
2. Open instruction on it (box)
3. Is the box with us?
4. Location of box is a valid location.
5. Check barcode and label.
6. Delivery address = A/C, A/D
7. Is Requestor authorised?
8. Is Account payer notified?
9. Is Timing ok for delivery?
10. Is Account payment up to date.
11. File location is correct (in box).
12. Any previous open instruction for client?
13. Any previous open scanner items?
14. Name on box is ok?
15. Puller checks detail of slip instructions?
16. Driver check detail of slip instructions?
17. Customer signs.
18. Manager checks signed return.
19. Is the box duplicated? (1A)
20. Is item stored in larger container? (5A)
21. Check action required (5A).
22. Check all items on instruction against request (5A)
23. Confirm open lists ok to synch (12A)
24. Down check scanner synch show and error (12A)
25. Check instruction on scanner (12A)
26. Up-load scanner synch and check/error.
27. Add/check PO number to instruction (7A)
28. Check new box number for customer reference.
29. Check incoming price/size codes.
30. Check in coming physical condition of box.
31. Check incoming labelling of box.
32. Check incoming S/G label = clients ref. Number.
33. Check weight of box for H&S.

StorGuard, Storage Solutions

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