

Monthly Physical Check



Vehicles Physically in Stock (on premises)

Section 'A'

| Reg No. | Make | Comments on Condition | Stock No. |
|---------|------|-----------------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Vehicles Not Physically Checked

Section 'B'

| Reg No. | Make | Location of Vehicle | Stock No. |
|---------|------|---------------------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Sales Manager: _____

Monthly Physical Check



Date of Check:

Monthly Physical Check



Instructions

Step 1

The sales manager should use Section 'A' of this form to record every vehicle which is physically on the premises.

Those vehicles which are known to be off the premises, i.e. loaned to customers, at a bodyshop etc. should be noted in section 'B' with a note to say where they are.

The vehicle registration and make only should be recorded at this stage.

Step 2

This list should now be cross checked against the financial list from the accounts department with the stock number being inserted in the right hand column.

Any discrepancies should be checked and investigated.

The sheet must be signed by the sales manager to confirm its accuracy.