

Asset Inventory Client\Questionnaire For:

Property Location[s] and Square Footage:

1. Square Footage:
2. Square Footage:
3. Square Footage:

Do you have asset tags, or do you want Valu Tec to furnish the tags?

If the equipment is already tagged, are we retaining that tag or applying a new one?

If we are to furnish the tags, what type tags do you require? (we generally recommend a self-adhesive metal-based tag with a barcode)

Applying tags often requires a cleaner to prepare the surface. To avoid having to register a new MSDS, is a cleaner readily available?

Do you want pictures of the tagged equipment included?

Do you have any buildings other than the ones at the above sites that contain other equipment to be inventoried (such as an off-site warehouse)?

If yes, please note location(s) and approximate number of assets:

Does your firm use the same numbering system for tagged equipment as your corporate office?

If no, do we need to track two sets of numbers?

Do you have someone that is knowledgeable of your machinery & equipment on the site that could be involved in the entire tagging process?

Do you want model & serial numbers noted if not already on the listing?

What do you want tagged, or simply counted? Put a T (tagged) or C (counted) or N\A by each item:

- _____ machinery & equipment
- _____ computers
- _____ furniture & fixtures
- _____ cranes
- _____ craneways
- _____ conveyors
- _____ racking
- _____ replacement parts
- _____ inventory
- _____ tooling
- _____ other?

What is your capital\expense policy? (E.G., expense items under \$3,000 and are therefore not tagged)

Do you want everything currently noted on the fixed asset listing that is below your capitalization threshold excluded from the report?

If no, please explain:

How soon do you need this project completed?

What is the most important thing that you would like to accomplish with an asset inventory?

What specific PPE (personal protective equipment) will be required?

Is there a pre-work Safety video/orientation? If so, what is the estimated time to complete?

Have there been any past issues with inventories to make VTI aware of?