



**Your Total Asset Management Company**

**Valu Tec, Inc.  
6101 Stoney Creek Drive  
Fort Wayne, IN 46825**

***Asset Inventory Client Questionnaire***

Property Location[s] and Square Footage:

- |    |                 |                          |
|----|-----------------|--------------------------|
| 1. | Square Footage: | Approximate # of Assets: |
| 2. | Square Footage: | Approximate # of Assets: |
| 3. | Square Footage: | Approximate # of Assets: |

How soon do you need this project completed?

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

Do you want pictures of the equipment included?

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

What categories are to be tagged, or just 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 – please list:

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