


# Inventory Maintenance Form

CSR:		SR:		Date:	
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<b>Check One</b> 	New Item		or	Update Existing Item	
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Customer ID		Customer Name	
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<b>Item Type: Check One</b> 		Customer Owned - ENPOINTE Manufactured Item	Product Code 7	<b>Check below if this item is for REGULARLY recurring use in a Lettershop Program and needs to be located in Bldg-A. If not checked, the default location is Bldg-B</b>
		Customer Owned - Customer Supplied Item	Product Code 8	
		Finished Goods (Bill-as-Used)	Product Code 39	

Inventory Code:		35 Character Limit
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Description Line #1:		50 Char. - Main Description
Description Line #2:		40 Char. - "Color/Size"
Description Line #3:		40 Char. - Reference only

Unit of Measure			
<b>Check one</b> 	Unit	Unit Descr.	Unit Qty
	EA	Each	
	CN	Carton	
	PK	Pack	
	ST	Set	
	RL	Roll	
	BX	Box	
	PD	Pad	

Indicate the quantity contained within the inventory unit.

Reorder Level (Min. Level)	
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Declared Value	
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FG Price	
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Expiration Date	
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One time use	
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Revision Level	
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Change Inventory Code to:	
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## Change Item Status (Check One)

	Change from FG (Finished Goods ) to CO (Customer Owned)
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	Change from CO to FG	FG Price:	\$0.00
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Additional Comments:	
Please e-mail to: <b>CSRs-Fulfillment@alwayssenpointe.com</b> when complete	