

Contact Details

Company Name	
Physical Address	
Contact Person	
Designation	
Email Address	
Phone Number	
Industry / Sector	
Number of Branches or Locations	

How did you hear about us?

☐ Google	☐ Friend / Referral
☐ Facebook	☐ LinkedIn
☐ Website	☐ Other
Other - please specify	

Services Required

Asset Verification and Coding Services Required by Customer

Physical verification only	Asset tagging / coding only
Verification and tagging / coding	Asset register reconciliation
Asset tracking software	Supply of asset tags
Supply / configuration of scanners	Training, support and maintenance
Other requirements	

Asset Information

Estimated Number of Assets	
Existing Asset Register Available	
Current Asset Register Format	
Existing Asset Tags Available	
Number of Sites / Branches	
Number of Provinces	
Number of Towns / Asset Locations	
List of Provinces	
List of Towns / Asset Locations	

System Information

Current ERP / Accounting System	
System Integration Required	
Required Output Format	

Reporting Requirements

Verified Asset Register

Missing Assets Report

Unrecorded Assets Report

Asset Movement Report

Condition Assessment Report

Reconciliation Report

Disposal Candidates Report

Management Dashboard

Project Timelines

Expected Start Date	
Expected Completion Date	
Preferred Working Hours	
Site Access Restrictions	

Documents Required from Client

Current Fixed Asset Register

Sample Asset Tags

Site List

Floor Plans / Layouts

Asset Coding Policy

Disposal List

Procurement Guidelines

Previous Verification Reports