

Quarterly Branch Inspection Form

BRANCH AND DATE:

PERIOD OF REPORT:

<input type="checkbox"/>	Check open invoices for ageing and status. Review outstanding balances.	
<input type="checkbox"/>	Check open orders.	
<input type="checkbox"/>	Run P&L report and perform P&L analysis report.	
<input type="checkbox"/>	Select three completed jobs from the period and review managers notes and profitability.	
<input type="checkbox"/>	Inspect "Daysheets" for COG employees from the period and review for 75% billed hours.	
<input type="checkbox"/>	Inspect cleanliness of showroom and condition of displays.	
<input type="checkbox"/>	Inspect cleanliness of factory and maintenance of equipment.	
<input type="checkbox"/>	Inspect stock area for condition and level of stock control.	
<input type="checkbox"/>	Inspect kitchen area and toilets for cleanliness.	
<input type="checkbox"/>	Review previous quarters report and note areas of concentration. Discuss level of success.	
<input type="checkbox"/>	Discuss and agree as to next quarters area of concentration and issues of concern.	
<input type="checkbox"/>	Process superannuation payments.	
<input type="checkbox"/>	Do BAS reports and process.	
<input type="checkbox"/>		