**Terminal Inventory Statement**

You can use this document to perform and maintain an inventory of your payment terminals.

1. After you receive a terminal, add it to this list.
2. Regularly (at least every 6 months) check all terminals in your inventory.
3. Check the terminal for signs of manipulations (e.g. loose screws or cables, broken seals) or unauthorized replacements.
4. If there is no issue with the terminal, write a checkmark in the **No issue to report** column (see the example below).
5. Note all anomalies (e.g. missing terminals, damaged terminals) in the comment section and contact your provider to disable the terminal.
6. After the inventory check is completed, sign this document at the bottom.

**Example Inventory check performed by:**

|  |  |
| --- | --- |
| Date | 24.07.2014 |
| Name | Max Mustermann |

**Example:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Terminal** | **Serial Number** | **No issue to report** | **Comment** |
| Miura M010 | 123-456789 | ✔ |  |
| Verifone VX820 | 123-789-456 |  | Terminal is lost  |

**Inventory check performed by:**

|  |  |
| --- | --- |
| Date |  |
| Name |  |

**Terminal details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Terminal** | **Serial Number** | **No issue to report** | **Comment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Terminal** | **Serial Number** | **No issue to report** | **Comment** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I hereby confirm that I conducted the inventory check according and that above terminal details are correct. There are no other terminals in our storage.

|  |
| --- |
| **Company Name:**  |
| **Name of Signatory:** |
| **Place, Date:**  |
|  |
|  |
| **Signature**  |

1