



I'm not a robot



Next

OFFICE INVENTORY AND VALUATION FORM



Please use this form to maintain a current-costed list of the contents of your office and their replacement values, for insurance purposes. To be fully insured, the face-value of your office insurance policy should equal the total replacement cost for all your office contents. If you have more than one dental office, use a separate form for each location.

If you ever need to make a claim under the Office Contents portion of your Triple-Guard® insurance, this record will be of great assistance. The owner is on you to provide the insurance company with both a complete list of the property destroyed or damaged and an estimate of its replacement cost. Unless you have prepared a thorough inventory before hand, you may find the task very difficult.

You are urged, therefore, to complete this inventory and valuation and update the form regularly. Store the form in a safe place outside your office, such as a safety deposit box. The time you spend now may save you hours of inconvenience and hundreds of dollars, later.

www.scholarone.com/procurement, search.

ITEM	Q	UNIT REPLACEMENT COST	CURRENT TOTAL REPLACEMENT COST
Dental Chair(s)			
Operating Units (including air driven hand pieces)			
Amalgamators			
Individual Hand Pieces			
Stainless			
Autoclaves			
Compressor(s)			
Cabinets			
Articulators			
Operating Lights			
Assistant Stools(s)			
Operating Stools(s)			
Oral Evacuator System			
Pneumatic Condenser			
Nitrous Sedation Unit			
Hand Instruments			
Hydrocolloid Conditioner			
Misc. Oper. Room Supplies			
Intra Oral Camera			
Filling Material & Supplies			
Misc. Surgical Supplies			
Prosthetic Supplies			
Prosthetic Accessories			
X-ray Processors			
Developing Equipment			
X-ray Supplies			
Other X-ray Equipment			
Other			
Other			

2. LABORATORY			
ITEM	#	UNIT REPLACEMENT COST	CURRENT TOTAL REPLACEMENT COST
Benches			
Burnout Ovens			
Casting & Soldering Bench			
Electric Welder			
Model Trimmer			
Polishing Lathe & Wood			
Cabinets			
Other			
Other			
		TOTAL #2	
3. BUSINESS OFFICE & RECEPTION AREA			
ITEM	#	UNIT REPLACEMENT COST	CURRENT TOTAL REPLACEMENT COST
Desks			
Tables			
Chair			
Couches			
Typewriters			
Computer Hardware & Software			
Adding Machines			
Photocopier			
Filing Cabinets			
Stationery Supplies			
Carpets			
Lamps			
Drapes			
Sound System			
Pictures & Ornaments			
Other			
Other			

2. LABORATORY

24. EXPANSION

051

TABLE 2. Dental Implant Best Practices Checklist³⁴

TREATMENT PLANNING					
<input type="checkbox"/> Review medical and dental history	<input type="checkbox"/> Verify periodontal stability <input type="checkbox"/> Bleeding on probing <input type="checkbox"/> Probing depths/attachment levels <input type="checkbox"/> Radiographic assessment <input type="checkbox"/> Mobility <input type="checkbox"/> Suppuration	<input type="checkbox"/> Review diagnostic aids <input type="checkbox"/> Radiographs <input type="checkbox"/> Cone beam computed tomography scans <input type="checkbox"/> Models	<input type="checkbox"/> Identify anatomic structures If other, please explain: <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<input type="checkbox"/> Verify signed patient consent <input type="checkbox"/> Verify patient has copy of treatment plan	<input type="checkbox"/> Review treatment plan with restorative dentist
INTRAOPERATIVE					
<input type="checkbox"/> Review medical and dental history	<input type="checkbox"/> Sedation <input type="checkbox"/> Protect airway <input type="checkbox"/> Monitor vitals	<input type="checkbox"/> Surgical guides <input type="checkbox"/> Check drill speed	<input type="checkbox"/> Intraoperative radiographs <input type="checkbox"/> Verify angulation/location	Final torque value: <input type="text"/>	
POSTOPERATIVE					
<input type="checkbox"/> Verify angulation clinically <input type="checkbox"/> Radiograph angulation and seating of abutment/cover screw <input type="checkbox"/> Prescribe chlorhexidine mouthrinse <input type="checkbox"/> Bone graft? <input type="checkbox"/> Prescribe antibiotics	<input type="checkbox"/> Schedule follow-up appointment(s) with patient <input type="checkbox"/> Provide written postoperative instructions <input type="checkbox"/> Call patient postoperatively to evaluate recovery from procedure	<input type="checkbox"/> Take radiograph to confirm integration prior to restoration <input type="checkbox"/> Provide postoperative notes to restorative partner after integration			

MOVING CHECKLIST

DONE	6-8 WEEKS BEFORE MOVE	NOTES
	Get estimates for movers or rental truck	
	Schedule movers or rental truck	
	Determine furniture layout for new home	
	Make inventory of household items	
	Arrange for school transfer	
	Ask for doctor and dental referrals; arrange for transfer of medical and dental records	
	Fill out change-of-address card with post office	
	Clean out all closets and drawers	

DONE	4-6 WEEKS BEFORE MOVE	NOTES
	Get packing supplies: boxes, packing paper, tape, markers	
	Use up or dispose of food, cleaning supplies, and hazardous materials	
	Have garage sale/donate unwanted items	
	Arrange for carpet and drapery cleaning	
	Arrange for house cleaning	
	Arrange for move of pets	
	Arrange for move of plants	
	Arrange for utilities (cancel old; start new):	
	Electricity	
	Gas	
	Water/sewer	
	Telephone/DSL	
	Garbage/recycling	
	Cable/satellite	
	Arrange for transfer of homeowner's/renter's insurance	
	Begin packing	
	Make travel arrangements	
	Request relocation package from chamber of commerce of new town	

DONE	2-3 WEEKS BEFORE MOVE	NOTES
	Set aside critical documents and items you will keep with you	
	Transfer prescriptions	
	Change address:	
	Family and friends	
	Newspaper	
	Magazines	
	Bank accounts	
	Health, life, and auto insurance policies	

Order#	Date#	Country#	Buyer Name	Order Amount
PI201312-4	2013.12.16	Poland	PI201312-4	USD 30,887.00
PI201307-1	2013.7.8	Ireland	PI201307-1	USD 180.00
PI201301-2	2013.1.23	Korea	PI201301-2	USD 4,930.00
PI201304-2	2013.5.2	ALBANIA	PI201304-2	USD 5,500.00
PI201308-5	2013.8.19	Duba UAE	PI201308-5	USD 2,500.00
PI201310-1	2013.10.11	Azerbaijan	PI201310-1	USD 5,600.00
PI201310-4	2013.10.31	Cairo	PI201310-4	USD 18,569.00
PI201312-3	2013.12.13	Pakistan	PI201312-3	USD 17,693.00
PI201304-5	2013.6.20	Palestine	PI201304-5	USD 16,525.00
PI201311-2	2013.12.16	Belgium	PI201311-2	USD 1,329.00
PI201301-3	2013.1.15	CAMBODIA	PI201301-3	USD 4,510.00
PI201303-3	2013.3.19	Ecuador	PI201303-3	USD 9,847.00
PI201305-2	2013.6.5	Philippines	PI201305-2	USD 17,612.50
PI201306-6	2013.7.17	KENYA	PI201306-6	USD 6,424.50
PI201308-3	2013.9.24	Malawi	PI201308-3	USD 2,500.00
PI201309-5	2013.10.15	MAURITIUS	PI201309-5	USD 13,996.50
PI201310-2	2013.10.29	Bangladesh	PI201310-2	USD 3,372.00
PI201308-6	2013.8.19	Croatia	PI201308-6	USD 440.00
PI201312-1	2013.12.17	USA	PI201312-1	USD 590.00
PI201305-3	2013.5.18	Laos	PI201305-3	USD 17,700.00
PI201311-7	2013.12.10	Kazakhstan	PI201311-7	USD 23,980.00
PI201307-4	2013.7.11	HOLLAND	PI201307-4	USD 2,270.00
PI201302-2	2013.4.1	Peru	PI201302-2	USD 3,731.00
PI201306-2	2013.6.17	MOZAMBIQUE	PI201306-2	USD 3,666.00
PI201305-9	2013.5.25	Cameroon	PI201305-9	USD 7,862.00
PI201304-5	2013.4.20	Romania	PI201304-5	USD 5,950.00
PI201308-2	2013.10.15	Bangladesh	PI201308-2	USD 19,303.50
PI201310-4	2013.11.21	Guatemala	PI201310-4	USD 26,903.00
PI201304-2	2013.7.17	Ukraine	PI201304-2	USD 25,353.00
PI201307-1	2013.8.28	INDIA	PI201307-1	USD 86,420.00
PI201309-2	2013.10.10	sudan	PI201309-2	USD 8,500.00
PI201212-10	2013.3.6	Bangkok	PI201212-10	USD 50,799.10
PI201310-2	2013.10.19	Tanzania	PI201310-2	USD 3,780.00
PI201303-7	2013.3.28	turkey	PI201303-7	USD 43,520.00
PI201304-8	2013.4.15	Uganda	PI201304-8	USD 6,420.00
PI201308-1	2013.8.5	Spain	PI201308-1	USD 3,780.00
PI201309-7	2013.9.16	Hongkong	PI201309-7	USD 5,109.00
PI201303-10	2013.5.13	Indonesia	PI201303-10	USD 112,060.00
PI201308-7	2013.9.2	Zambia	PI201308-7	USD 2,885.00
PI201309-7	2013.9.13	Chile	PI201309-7	USD 12,540.00
PI201309-8	2013.9.14	Russia	PI201309-8	USD 47,630.00
PI201310-1	2013.10.17	Kosovo	PI201310-1	USD 42,560.00

Managing the inventory of your dental practice can be a difficult task that, if not managed efficiently, can quickly go unchecked, leaving your limited storage space cluttered and disorganized. As a dental supplier we know that there is an incredible amount of products necessary for the proper functioning of any dental study. From various everyday things such as nitrite gloves and facial masks to special materials such as padding and implants, the management of materials used by the study requires patience and a specific process. As dentists you are perfectly capable of handling this task, but we thought you would appreciate some advice to help you manage your inventory without any problems, because nothing is worse than the moment when you realize you have finished the prophylactic pasta with a day full of appointments for hygiene! Here are six practical tips to keep your production practice and inventory management in top shape.

- Assigning to a person the management of inventory and the ordering of supplies
- Having a single person ordering, ensuring that nothing is ordered twice and not assuming that another member of the team is ordering certain supplies. Having the same person who manages the inventory ensures that there is less chance of something being left out of order, and provide accurate information for timely purchases. Your assigned person will know your inventory inside and out and will be you going to if ever in doubt of where a particular product is. Having only one person in charge of purchasing the supplies can also create a relationship of trust with your suppliers, which can help you get the best offers and know new products.
- Establish a simple ordering process Create a manual, written or stored electronically, that indicates Where certain products are ordered (we hope everything from us!). The quote of the order and specific dates if / when applicable for the purchase, the location of product resources, contacts contacts payment schedules and how to execute any special requests. This ensures that if the dedicated buyer takes some time off or decides to leave, the transition to the next buyer is without continuity solution. Having a written process there is no need to rely on a person's memory and on your practice- inventory management will continue to flow smoothly despite any change of personnel. Make your order even simpler with Dental Sky listed function online, create a list of your regularly ordered items so you can simply add them all to your basket in one click!
- Make as few orders as possible make a starting point of a simplified order process. Make bigger orders less often, as this will save you time and money, as the bigger orders will often get a more generous discount. Of course we know that making one order a month will be almost impossible, as there will always be the need to carry out specialized orders to cover your regular appointments, but reducing the number of orders made each month is easier to keep up the inventory. With fewer orders you save time to pack the products, adjust the stocks and make the same order.
- Perform daily inventory checks At least once a month the purchaser should take note of product stock levels and update the inventory, comparing levels with previous months. In this way it is possible to anticipate the demand of each product and assess whether the product in question should be ordered more or less. Making sure you have the products you need at hand and the products you have supplied need sand226; I fill your limited storage space. For example, if after a few months of ordering you notice you have a scrap of polishing paste, yes suppose that you can lower the quantity you are ordering each month.
- Register a list of all products used throughout the year An extremely boring but very necessary task. Having logs of all the products used, from where they were purchased and as above of the year will save time and confusion in subsequent years, especially the products your order seldom. By creating this record you have a reference to look at when placing future orders, which will allow you to monitor any cost or quantity increases and highlight any anomalies to make sure you don't overorder or overpay for supplies.
- Stick to Your Budget Make sure you keep track of your budget carefully, over spending can lead to financial struggles which is something no one is particularly passionate about! Compare the prices of the monthly supplies and compare them with the expenditure of previous years, taking into account the expected growth, as this will lead to an increase in the costs of the supplies. Beware of any inconsistencies such large price increases, checking the situation in the shortest time possible to determine the cause and decide to keep in budget. Many manufacturers and distributors have sales like "buy four get one free", which is a great way to keep budget on products that are used frequently. Try using private label products, you can save on various products to allow a larger budget for items that cannot be replaced by a cheaper alternative. Here at Dental Sky we have a wide range of branded R&D and Mediabase products, from nitrite gloves to amalgam capsules! With these 6 tips put into practice (sorry for the pun), managing the supplies of the dental practice should be a little easier. Your company will be equipped to handle the difficult challenges that come with managing a large number of items. Bonus tip: Try working with one of our friendly and experienced account managers here at Dental Sky! They have a great knowledge of dental supplies and help keep the practices at above the ordering supplies. Can't you find the time to talk on the phone? Why? © do not try our user-friendly website? Get a loyalty point for every pound spent and cash in for big gifts, get an instant 2% discount, an extra 2% discount if you pay in advance and use our practical account manager to the top of your command. 6 tips for effectively managing the inventory of supplies for dental practice

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