Inventory stocktake checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Monthly stocktake

At the end of each month

TASK	TIME	INITIALS
Prepare		
☐ Pick a time with no picking or receiving, or pause stock movements		
☐ Put away all received stock and returns		
☐ Print or load the count sheets by location		
Count		
☐ Count every item in each location and record the count Count in pairs for valuable stock.		
☐ Set aside damaged, expired or unsellable stock and record it		
Check and adjust		
☐ Compare the counts with the system		
☐ Recount any item that differs by more than your limit		
☐ Adjust the system for confirmed differences, with a reason		
☐ Report the total shrinkage and the biggest differences		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____