[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Supply Restock Checklist

Never running out mid-week: stock levels checked against minimums, shortages ordered the same day.

Stock check details Check date: _____ **Checked by:** _____

Supplier: _____ Storage location: _____

Stock count and minimums Count what is on the shelf; do not estimate. Tick anything at or below minimum and move it to the reorder table. **Items to reorder:**

Item	Unit	In stock	Minimum level	Below minimum?

Item	Current stock	Order quantity

Order placed details Checked by: _____ **Check date:** _____

Supplier: _____ Storage location: _____

Order reference: _____ Expected delivery: _____

Budget code: _____

Delivery check Check the delivery against the order on arrival. Report shortages or damage to the supplier the same day and note them here.

Item	Ordered	Received	Condition

[Company name]

Item	Ordered	Received	Condition

Completion [ ] Stock levels are counted and compared with minimums - nothing estimated.

[ ] Items at or below minimum level are ordered the same day.

[ ] Deliveries are checked against the order and shortages reported the same day.

Document: Supply Restock Checklist Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____