[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.

Stock Count Sheet

Counting stock accurately: recorded quantity beside counted quantity, with differences investigated on the spot.

Document: Stock Count Sheet Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____

Location: _____ Count date: _____ Count type: _____

Counted by: _____ Checked by: _____

Stock count

Item	Unit	Storage location	Recorded qty	Record source	Counted qty	Counted by	Difference	Value of difference

Variance investigation

Item	Difference	Cause found	Action

[Company name]

Item	Difference	Cause found	Action

Count sign-off: Counted by signature and date: _____ Checked by signature and date: _____

Variances approved by: _____ Stock record updated on: _____

Completion checklist: [ ] Every item in the location is counted - nothing skipped because it looks right.

[ ] Every variance has a cause and an action.

[ ] The stock record is updated from the signed count, not from memory.