Ashford Business Services Ltd

Stock Count Sheet

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

Document	Stock Count Sheet
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0 (redesign)
Date	**9 November 2026**
Review date	**9 November 2026**

Location	**Boardroom, 12 Church Street, Birmingham**
Count date	**9 November 2026**
Counted by	**Counted by**
Checked by	**Checked by**
Count type	**Count type**

Stock count

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

Ashford Business Services Ltd

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

Ashford Business Services Ltd

Variance investigation

Item	Difference	Cause found	Action

Count sign-off

Counted by signature and date	
Checked by signature and date	
Variances approved by	

Ashford Business Services Ltd

Stock record updated on	

Completion checklist

Done	Check
	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.