

Inventory Count Discrepancy Report

Sample Document

Date: _____

Report ID: _____

Location: _____

Prepared By: _____

Review By: _____

Discrepancy Details

#	Item Code	Item Name/Description	System Qty	Counted Qty	Difference	Unit	Remarks
1	ABC123	Sample Product A	100	98	-2	pcs	Missing items
2	DEF456	Sample Product B	50	53	+3	pcs	Overcount
3	GHI789	Sample Product C	200	200	0	pcs	â€"

Notes & Actions Taken:
