

# Physical Stocktaking Checklist for Retail Stores

## STORE & STOCKTAKING DETAILS

Store Name

Location

Date

Prepared By

Checked By

## STOCK COUNTING TABLE

Item Code	Description	Category	Unit	Recorded Qty	Counted Qty	Difference	Remarks

## CHECKLIST

Task	Completed	Remarks
All stock areas prepared and organized		
Damaged/expired items separated		
Record books/software updated		
Counting performed by at least two persons		
Discrepancies investigated and documented		

---

Stocktaker's Signature & Date

---

Supervisor's Signature & Date