

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