

# Retail Store Stock Reconciliation Document

Store Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

## Stock Reconciliation Table

No.	Item Code	Description	Unit	System Stock	Physical Stock	Difference	Remarks
1							
2							
3							
4							
5							

Total Items Checked: \_\_\_\_\_

Total Discrepancy: \_\_\_\_\_

### General Remarks:

Conducted By  
Signature & Date

Verified By  
Signature & Date

Approved By  
Signature & Date