

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