

Inventory Verification Summary Report

Store Name: _____

Store ID: _____

Address: _____

Date: _____

Conducted By: _____

Supervisor: _____

Inventory Summary

Category	System Quantity	Physical Count	Variance	Remarks
Example Category				

Detailed Discrepancies

Item Code	Description	System Qty	Physical Qty	Variance	Reason

Remarks & Action Items

Store Manager Signature

Inventory Supervisor Signature