

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
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Remarks & Action Items

Store Manager Signature

Inventory Supervisor Signature