Stocktaking Checklist

Electronics Store

Date:

Store Location: Enter location

Stocktaker's Name: Enter name

#	Item Description	Brand/Model	SKU/Code	Quantity (Counted)	Quantity (System)	Difference
1	e.g. Laptop 15â€	e.g. Dell Inspiron	e.g. SKU12345			
2						
3						
4						
5						

Additional Notes:

Enter any observations, issues, or comments

Reviewed by: Supervisor/Manager name

Review Date: