

# Branch-to-Branch Stock Transfer Checklist

Transfer Reference No. \_\_\_\_\_

Date \_\_\_\_\_

From Branch \_\_\_\_\_

To Branch \_\_\_\_\_

## Stock Details

Item Code	Description	Qty	Unit	Remarks

## Checklist

	Task	Checked By	Date
<input type="checkbox"/>	Stock verified and counted		
<input type="checkbox"/>	Documentation completed		
<input type="checkbox"/>	Packaging checked and secured		
<input type="checkbox"/>	Courier/Logistics arranged		
<input type="checkbox"/>	Stock received in destination branch		

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Prepared by \_\_\_\_\_

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Checked by \_\_\_\_\_

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Received by \_\_\_\_\_