

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		

Prepared by _____

Checked by _____

Received by _____