

# Overstock Inventory Correction Sample

Date: \_\_\_\_\_

## Item Details

Item Code	Description	Current Quantity	Corrected Quantity	Reason for Correction
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Comments / Notes

Add any relevant notes here...

\_\_\_\_\_  
Prepared By

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date