[Company name]

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Supply Restock Checklist

Never running out mid-week: stock levels checked against minimums, shortages ordered the same day.

Stock check details

Check date	**[Check date]**
Checked by	**[Checked by]**
Supplier	**[Supplier]**
Storage location	**[Storage location]**

Stock count and minimums

Count what is on the shelf; do not estimate. Tick anything at or below minimum and move it to the reorder table.

Item	Unit	In stock	Minimum level	Below minimum?

[Company name]

Items to reorder

Item	Current stock	Order quantity

Order placed details

Checked by	**[Checked by]**
Check date	**[Check date]**
Supplier	**[Supplier]**
Storage location	**[Storage location]**
Order reference	
Expected delivery	
Budget code	

[Company name]

Delivery check

Check the delivery against the order on arrival. Report shortages or damage to the supplier the same day and note them here.

Item	Ordered	Received	Condition

Completion

✓	Check	Notes
	Stock levels are counted and compared with minimums - nothing estimated.	
	Items at or below minimum level are ordered the same day.	
	Deliveries are checked against the order and shortages reported the same day.	

Document	Supply Restock Checklist
Version	2.0 (redesign)
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**