**[Company name]**

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

# 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? |
|---|---|---|---|---|
| | | | | |
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[Company name]

## Items to reorder

| Item | Current stock | Order quantity |
|---|---|---|
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| | | |
| | | |

## Order placed details

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

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## 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 |
|---|---|---|---|
| | | | |
| | | | |
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| | | | |
| | | | |
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| | | | |
| | | | |

## 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]** |