[Company name]

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Stock Count Sheet

Counting stock accurately: recorded quantity beside counted quantity, with differences investigated on the spot.

Document	Stock Count Sheet
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Location	**[Location]**
Count date	**[Count date]**
Counted by	**[Counted by]**
Checked by	**[Checked by]**
Count type	**[Count type]**

Stock count

Item	Unit	Storage location	Recorded qty	Record source	Counted qty	Counted by	Difference	Value of difference

[Company name]

Item	Unit	Storage location	Recorded qty	Record source	Counted qty	Counted by	Difference	Value of difference

[Company name]

Variance investigation

Item	Difference	Cause found	Action

Count sign-off

Counted by signature and date	
Checked by signature and date	
Variances approved by	
Stock record updated on	

[Company name]

Completion checklist

Done	Check
	Every item in the location is counted - nothing skipped because it looks right.
	Every variance has a cause and an action.
	The stock record is updated from the signed count, not from memory.