**[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.*

# 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]** |

[Company name]

## Stock count

| Item | Unit | Storage location | Recorded qty | Record source | Counted qty | Counted by | Difference | Value of difference |
|---|---|---|---|---|---|---|---|---|
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[Company name]

## Variance investigation

| Item | Difference | Cause found | Action |
|---|---|---|---|
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## Count sign-off

| | |
|---|---|
| **Counted by signature and date** | |
| **Checked by signature and date** | |
| **Variances approved by** | |

## [Company name]

| | |
|---|---|
| **Stock record updated on** | |

## 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. |