[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

[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	

[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.