Ashford Business Services Ltd

Controlled substance register

A bound-style register for controlled medicines - every receipt, supply and balance recorded with no gaps.

Register details

Pharmacy	14 Oakfield Road, Birmingham B17 9JH
Medicine	Sarah Mitchell
Form	Tablets / ampoules / liquid
Register page	Page number

Entries

Date	Received from / supplied to	Prescription / invoice no.	Qty in	Qty out	Balance	Recorded by
9 November 2026	Sarah Mitchell	001	1		£45.00	Sarah Mitchell
9 November 2026	Sarah Mitchell	001		2	£120.00	Sarah Mitchell
9 November 2026	Sarah Mitchell	001		3	£850.00	Sarah Mitchell

Balance checks

Date	Recorded balance	Physical count	Match?	Checked by
9 November 2026	4	6	Yes	Sarah Mitchell
9 November 2026	12	1	Yes	Sarah Mitchell

Record every movement on the day it happens. Never leave blank lines. Corrections: single line through the error, initial and date - never use correction fluid.