[Company name]

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Pharmacy inventory log

Track stock levels, batches and expiry dates - know what is on the shelf and what needs ordering.

Stock check details

Pharmacy	[Pharmacy name]
Stock check date	[Date]
Checked by	[Staff name]
Location / section	[e.g. dispensary shelf A / fridge]

Stock register

Product name	Strength / form	Batch no.	Expiry date	Qty on hand	Reorder level	Action
[Product name]	[e.g. 500mg tablets]	[Batch]	[MM/YYYY]	[Qty]	[Qty]	[OK / order]
[Product name]	[e.g. 100ml syrup]	[Batch]	[MM/YYYY]	[Qty]	[Qty]	[OK / order]
[Product name]	[e.g. 10mg capsules]	[Batch]	[MM/YYYY]	[Qty]	[Qty]	[OK / order]

Discrepancies

Product	Expected qty	Actual qty	Difference	Reason / action
[Product name]	[Qty]	[Qty]	[+/-]	[Reason]

Sign-off

Counted by	Verified by	Date