**[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] |
| | | | | |

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## Sign-off

| Counted by | Verified by | Date |
| --- | --- | --- |
| | | |