Stock Take Sheet

Count stock area by area and see the variance beside the count, so a stock take produces a number you can act on rather than a vague reassurance.

A counting sheet for a stock take — item, location, what the records say, what is actually on the shelf, and the difference between the two.

HOW TO USE THIS SHEET

1. Count what is physically there first, then write the expected figure beside it.
2. One area per sheet, and number the sheets as you go.
3. Write the variance even when it is zero — a blank means nobody counted it.

Business / store ______ Area counted ______ Date ______ Sheet no. ______

Counted by ______ Checked by ______ Started ______ Finished ______

COUNT

put damaged or unusable stock on its own line and say so

Code	Item	Location	Unit	Expected	Counted	Variance	By