INVENTORY COUNT SHEET

Location / area: _____ **Count date:** _____

Counted by: _____ **Checked by:** _____

Stock period / reference: _____ **Sheet:** _____ **of:** _____

Item description	Code / SKU	Unit	Expected	Counted	Variance

Notes - damaged stock, wrong location, recounts needed

Lines counted: _____

Lines with a variance: _____

Counted by (signature): _____ **Verified by (signature):** _____ **Date:** _____

Write the variance as counted minus expected, so a shortage carries a minus sign. The sheet does not work the figures out for you.