

FREE BUSINESS RESOURCE

Stock Count Preparation Sheet

A printable preparation checklist, count sheet and variance-control record.

Use this sheet to plan a controlled physical count and record the information needed to investigate differences. Keep completed sheets with the final variance review.

Business / site _____	Count date _____
Count owner _____	Independent checker _____
Area or location range _____	Reference number _____

01

Before the count

Complete these controls before counting starts.

- ☐ Define the exact count scope and location sequence
- ☐ Finish or isolate open receipts, dispatches and transfers
- ☐ Decide whether stock movements will be frozen
- ☐ Label unidentified, damaged or quarantined stock
- ☐ Tidy locations so each item can be counted once
- ☐ Prepare count sheets without showing expected quantities where blind counts are required
- ☐ Brief counters on units of measure and partial packs
- ☐ Assign an independent recount process for material differences

02

Count control

Use the same rules in every area.

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|--|--|
| ☐ Record the actual location before the item | ☐ Record the SKU and description exactly |
| ☐ Count sealed and open packs consistently | ☐ Do not estimate inaccessible stock without noting it |
| ☐ Mark every completed location | ☐ Record zero counts rather than leaving blanks |
| ☐ Separate first count, recount and final approved quantity | ☐ Record the cause and action for every material variance |

03

Post-count review

Complete the reconciliation before posting adjustments.

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|--|--|
| ☐ Check for transactions posted during the count | ☐ Recount large or unusual differences |
| ☐ Check neighbouring and overflow locations | ☐ Review units of measure and pack quantities |
| ☐ Approve adjustments before posting | ☐ Record root cause and corrective action |
| ☐ Confirm the system and physical stock now agree | ☐ Retain the signed count record |

PHYSICAL COUNT SHEET

Record one line per item and location. Use a second sheet when additional rows are needed.

Location	SKU	Description	Expected	Counted	Variance	Notes / recount

Count completed by 	Date / time
Checked by 	Date / time
Adjustment approved by 	Adjustment reference