

Inventory Control Checklist for Retail Supplies

Date:

Store Location:

Enter location

Checked By:

Name

Supplies Checklist

Item Name	Minimum Stock	Current Stock	Reorder Needed	Notes
Shopping Bags			<input type="checkbox"/>	
Receipt Paper Rolls			<input type="checkbox"/>	
Price Tags			<input type="checkbox"/>	
Barcode Labels			<input type="checkbox"/>	
Cleaning Supplies			<input type="checkbox"/>	
Stationery (Pens, Markers, etc.)			<input type="checkbox"/>	
Others			<input type="checkbox"/>	

General Comments / Notes

Add any additional notes or comments here...