

Basic Inventory Control Checklist for Retail Stores

Store Information

Store Name
Location
Date
Person In Charge

Inventory Items

#	Item Name / Description	SKU	Unit	Quantity on Hand	Reorder Level	Action Needed
1						
2						
3						
4						
5						

General Checklist

Task	Completed	Remarks
Stock checked for damage and expiry		
Inventory count matches system records		
Discrepancies reported		
Low-stock items reordered		
Inventory area organized and clean		

Additional Notes