

Inventory Inspection Checklist Template

General Information

Inspector Name

Date

Location/Warehouse

Supplier

PO Number

Checklist

Item	Description	Quantity	Unit	Condition	Pass/Fail	Comments
<input type="text"/>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="text"/>				
<input type="text"/>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="text"/>				
<input type="text"/>	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="text"/>				

Additional Notes

Inspector Signature