

# Physical Inventory Count Checklist Template

Date:

Location:

Inventory Supervisor:

Counters:

Name(s) of team members

## Pre-Count Preparation

Inventory areas are clean and organized

All inventory is labeled and accessible

Inventory sheets/list printed/prepared

Counting equipment/tools ready (pens, scanners, etc.)

Team briefed on procedures and assigned sections

## During Count

No inventory movement during count

All items counted (physical verification)

Count sheets completed in ink (no erasures)

Damaged/obsolete items identified separately

## Inventory Count Sheet

Item Code	Description	Unit	System Quantity	Counted Quantity	Variance	Remarks
<input type="text"/>						
<input type="text"/>						

## Post-Count Steps

Discrepancies investigated and explained

Inventory records updated (if applicable)

Final report reviewed and approved

Signed by all responsible team members

### **Sign-Off**

Supervisor Signature:

Date:

Counter(s) Signature:

Date: