

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
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Post-Count Steps

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Discrepancies investigated and explained

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Inventory records updated (if applicable)

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Final report reviewed and approved

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Signed by all responsible team members

Sign-Off

Supervisor Signature:

Date:

Counter(s) Signature:

Date: