

# Product Inventory Management Checklist

E-commerce Template

## Basic Inventory Information

- ☐ Product names and SKUs are consistent and clear
- ☐ Categories and subcategories are organized
- ☐ Descriptions and images are complete
- ☐ Supplier/vendor details recorded
- ☐ Cost price and selling price updated

## Stock Tracking & Recording

- ☐ Inventory levels reviewed and verified
- ☐ Reorder points established for each product
- ☐ Safety stock levels calculated
- ☐ Inventory turnover rate monitored
- ☐ Damaged or expired stock identified and removed

## Inventory Reconciliation

- ☐ Physical counts match with system records
- ☐ Discrepancies are documented and investigated
- ☐ Adjustments logged and explained

## Product Inventory Table (Sample)

Product Name	SKU	Category	Current Stock	Reorder Point	Vendor
Wireless Mouse	WM-12345	Accessories	72	30	Tech Distributors
Bluetooth Headphones	BH-98765	Audio	48	20	SoundPro

## Next Steps

- ☐ Schedule regular inventory reviews
- ☐ Update inventory process documentation
- ☐ Train staff on inventory protocols
- ☐ Implement software or tools as needed

