

# 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

