

Inventory Count Sheet

Location / Warehouse: _____ Section / Zone: _____ Count date: _____ Counted by: _____

Write the quantity you physically counted, even if it looks wrong. Don't erase to fix a mistake; cross it out and write the correction next to it.
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#	SKU	Product / description	Bin / Location	Unit	Expected qty	Counted qty	Notes
1	TEE-ORG-BLK-M	Organic cotton tee, black, M	A-01	each	20		
2	TEE-ORG-WHT-M	Organic cotton tee, white, M	A-02	each	49		
3	HOOD-FLC-GRY-L	Fleece hoodie, grey, L	A-03	each	28		
4	TOTE-NAT-01	Cotton tote bag, natural	B-01	each	44		
5	BKPK-RLL-OLV	Roll-top backpack, olive	B-02	each	20		
6	MUG-CER-SND	Ceramic mug, sand, 350 ml	C-01	each	30		
7	CNDL-SOY-CDR	Soy candle, cedar, 200 g	C-02	each	75		
8	NB-A5-DOT	Dot-grid notebook, A5	D-01	each	56		
9	PEN-GEL-BLK-3	Gel pen set, black, 3 pack	D-02	each	68		
10	CAP-6P-NVY	Six-panel cap, navy	E-01	each	19		
11	SOCK-MER-BLK	Merino socks, black	E-02	each	87		
12	GIFT-WRP-KIT	Gift wrap kit	F-01	each	50		
13	JKT-WAX-OLV	Waxed cotton jacket, olive	F-02	each	12		
14	RUG-WOV-LRG	Woven wool rug, large	F-03	each	15		
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#	SKU	Product / description	Bin / Location	Unit	Expected qty	Counted qty	Notes
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Counted by (print name): _____ Signature: _____ Date: _____
Checked by (print name): _____ Signature: _____ Date: _____