

Physical Inventory Count Sheet

Count only usable stock. Keep purchase units and counting units consistent. Record damaged, expired, reserved, or quarantined stock separately.

Business or location: _____

Count date: _____

Count time: _____

Count lead: _____

Recount lead: _____

Storage area: _____

Area	Item or specification	Unit	Pack	Full packs	Open units	Total	Initials	Recount	Initials	Variance notes

Count control: Area complete [] Recount required [] Unusable stock recorded separately [] Final count approved []