Inventory List

One item per row. Write the item code (SKU) exactly as in your system.

DATE _____ UPDATED BY _____

No.	Item Code (SKU)	Item Name / Description	Category	Unit	Location / Bin	Qty in Stock	Reorder Level	Unit Cost (RM)	Supplier
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									

Stock Count Sheet

Count one location at a time. Write what you count, not what the system says.

COUNT DATE _____ COUNTED BY _____ CHECKED BY _____

No.	Location / Bin	Item Code (SKU)	Item Name / Description	Unit	System Qty	Counted Qty	Variance	Notes
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								