



Basic Inventory List Template

Inventory Management | HashMicro
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Prepared By: [Name]

Date: [DD/MM/YYYY]

Location: [Warehouse / Store]

1. DOCUMENT INFORMATION

Company Name

Location / Site

Department

Stock Take Date

Prepared By

Reviewed By

Document Reference

Version

2. STOCK CATEGORY SUMMARY

Category	No. of Items	Total Units in Stock	Total Value (AUD)	Notes
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
GRAND TOTAL			\$	

3. MAIN INVENTORY LIST

Item No.	Item Name / Description	SKU / Item Code	Category	Unit of Measure	Qty in Stock	Location / Shelf	Condition	Last Updated	Notes
001				pcs / box / kg / L			Good / Damaged / Expired		
002				pcs / box / kg / L			Good / Damaged / Expired		
003				pcs / box / kg / L			Good / Damaged / Expired		
004				pcs / box / kg / L			Good / Damaged / Expired		
005				pcs / box / kg / L			Good / Damaged / Expired		
006				pcs / box / kg / L			Good / Damaged / Expired		
007				pcs / box / kg / L			Good / Damaged / Expired		
008				pcs / box / kg / L			Good / Damaged / Expired		
009				pcs / box / kg / L			Good / Damaged / Expired		
010				pcs / box / kg / L			Good / Damaged / Expired		
011				pcs / box / kg / L			Good / Damaged / Expired		
012				pcs / box / kg / L			Good / Damaged / Expired		
013				pcs / box / kg / L			Good / Damaged / Expired		
014				pcs / box / kg / L			Good / Damaged / Expired		
015				pcs / box / kg / L			Good / Damaged / Expired		

016	pcs / box / kg / L	Good / Damaged / Expired
017	pcs / box / kg / L	Good / Damaged / Expired
018	pcs / box / kg / L	Good / Damaged / Expired
019	pcs / box / kg / L	Good / Damaged / Expired
020	pcs / box / kg / L	Good / Damaged / Expired

5. DISCREPANCY LOG

Item Name	SKU	Expected Qty	Actual Qty	Variance	Reason / Explanation	Action Taken	Resolved (Y/N)
							Y / N
							Y / N
							Y / N
							Y / N
							Y / N
							Y / N

6. INVENTORY SUMMARY

Total Number of SKUs	
Total Units Counted	
Total Estimated Stock Value	\$
Number of Discrepancies Found	
Number of Items Below Min Stock	
Number of Expired / Damaged Items	
Date of Next Stock Count	
Comments	

7. SIGN-OFF

Prepared By	Reviewed By	Approved By
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

