# Stock Take Sheet

**Purpose:** This document is used to perform periodic physical inventory counts and record actual quantities on hand for comparison against expected stock levels in inventory systems. It ensures accurate stock tracking and helps in identifying discrepancies.

## Stocktake Details

* **Stocktake Date:** {stocktakeDate}
* **Location:** {location}
* **Conducted By:** {responsiblePerson}
* **Department:** {department}

## Instructions

Please verify the physical quantity of each listed item and record the actual count in the provided space. If there are discrepancies, note remarks accordingly.

## Inventory Count Sheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item Code** | **Item Description** | **Unit** | **Expected Quantity** | **Counted Quantity** | **Remarks** |
| {#items}{itemCode} | {description} | {unit} | {expectedQty} | {actualQty} | {remarks}{/items} |

## Discrepancies Summary

{^hasDiscrepancies}No discrepancies were found during this stocktake.{/hasDiscrepancies}

{#hasDiscrepancies}Discrepancies were recorded. Review and investigate the differences listed below.{/hasDiscrepancies}

## Approval

* **Verified By:** {verifiedBy}
* **Date:** {verificationDate}
* **Approved By:** {approvedBy}
* **Date:** {approvalDate}

*Note: This document should be archived per company policy after completion.*