



Beauty Salon Professional Product Stock Replenishment Checklist 2026

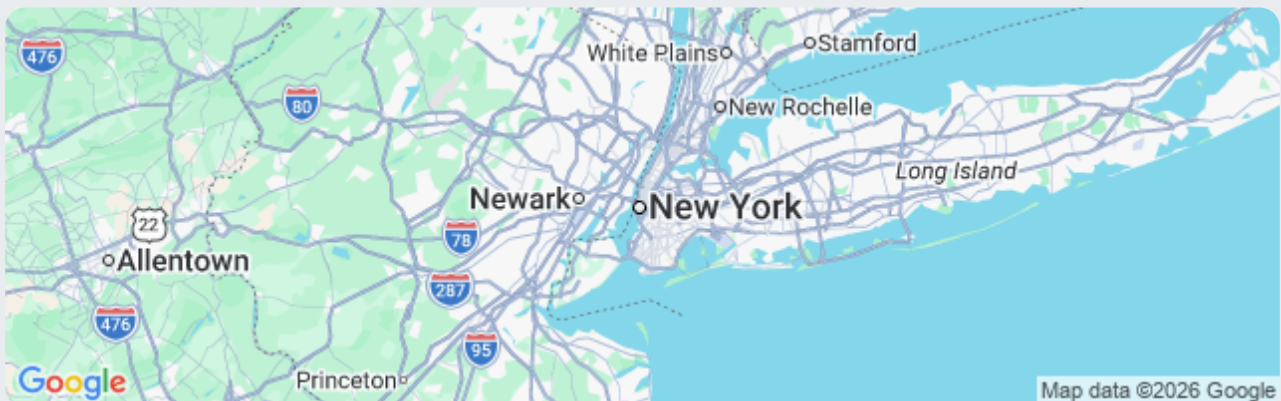
Pre-Audit Inventory Verification

Verification of current physical stock counts against the digital Point of Sale (POS) or inventory management system records.

Audit Date

Storage Area/Station ID

 [Set My Current Location](#)



System Recorded Quantity

Physical Counted Quantity

Enter a number...

Discrepancy Status

- ☐ Match
- ☐ Discrepancy Found
- ☐ Missing Items

Auditor Verification Signature

Backbar & Professional Use Supplies

Inspection of large-format products used during services, including shampoos, conditioners, color tubes, developers, and chemical treatments.

Product Name

Write something...

Current Quantity on Hand

Enter a number...

Minimum Par Level

Enter a number...

Stock Status

- ☐ Sufficient
- ☐ Low Stock
- ☐ Out of Stock

Last Inspection Date

Enter date...

Condition Issues Found

- ☐ Damaged Packaging
- ☐ Leaking Bottle
- ☐ Expired
- ☐ None

Inventory Auditor Signature

Retail Product Shelf Audit

Evaluation of front-of-house retail inventory, focusing on consumer-facing items, hair care, skincare, and accessories available for purchase.

Product Name

Write something...

Current Quantity on Shelf

Enter a number...

Shelf Condition Status

- ☐ Perfectly Stocked
- ☐ Low Stock
- ☐ Urgent Reorder Needed
- ☐ Empty/Out of Stock

Product Category

- ☐ Hair Care
- ☐ Skincare
- ☐ Nail Care
- ☐ Fragrance
- ☐ Accessories

Shelf Photo Documentation

 Upload File

Auditor Verification

Product Expiry & Condition Assessment

Checking for expired, expired-imminent, or compromised packaging/bottles to ensure product safety and quality compliance for 202-6.

Product Condition Status

- ☐ Excellent (Sealed)
- ☐ Opened (Good Condition)
- ☐ Damaged Packaging
- ☐ Leaking/Compromised

Expiration Date Identified

Days Until Expiration

Identified Issues

- ☐ Expired
- ☐ Discolored
- ☐ Off-odor
- ☐ Separated Formula

Detailed Damage Notes

Write something...

Photo of Damaged Item

 Upload File

Low Stock & Reorder Point Identification

Identification of all items that have fallen below their established minimum threshold (Par Levels) and require immediate replenishment.

Product Name

Write something...

Current Stock Level

Enter a number...

Reorder Threshold (Par Level)

Enter a number...

Quantity to Order

Enter a number...

Preferred Vendor

- ☐ Primary Distributor
- ☐ Secondary Supplier
- ☐ Direct Brand Wholesale

Order Placement Date

Enter date...

Inventory Manager Approval

Vendor & Order Processing

Documentation of pending orders, incoming shipments, and the creation of new purchase orders for identified shortages.

Order Placement Date

Enter date...

Primary Vendor Name

- ☐ Cosmetic Wholesale Inc.
- ☐ Salon Supply Co.
- ☐ Global Beauty Distributors
- ☐ Other

Items to Reorder

- ☐ Hair Color/Dye
- ☐ Shampoos & Conditioners
- ☐ Skin Care Serums
- ☐ Nail Care Supplies
- ☐ Disposable Tools

Estimated Order Total (\$)

Enter a number...

Order Notes & Special Instructions

Write something...

Upload Purchase Order (PO) Copy

 Upload File

Inventory Manager Approval

Disposal & Waste Log

Recording of damaged, expired, or contaminated products that must be removed from the inventory and disposed of according to salon policy.

Disposal Date

Enter date...

Disposed Product Name

Write something...

Reason for Disposal

- ☐ Expired
- ☐ Damaged Packaging
- ☐ Contaminated/Unusable
- ☐ Leaking/Spilled

Quantity Discarded

Enter a number...

Disposal Details & Notes

Write something...

Photo Evidence of Damaged Product



Upload File

Inventory Manager Approval

< Previous

> Next

✓ Finish

🔧 Generate Sample Report