

Florist Flower Inventory Management Checklist Template

 Show only Checklist

Display Style
Default 

Initial Stocktake

Verify beginning inventory against records.

Stocktake Date

Enter date...

Stocktake Start Time

Enter time...



Total Flower Stems Counted

Enter a number...

Total Vase Count

Enter a number...

Stocktake Performed By

- Employee 1
- Employee 2
- Employee 3

Notes/Discrepancies Observed

Write something...

Daily Arrivals & Purchases

Record all incoming flowers and supplies.

Arrival Date

Enter date...

Arrival Time

Enter time...

Supplier

- Supplier A
- Supplier B
- Supplier C

Quantity Received

Enter a number...

Flower Type

- Roses
- Lilies
- Tulips
- Chrysanthemums

Price Per Stem/Bunch

Enter a number...

Delivery Notes/Special Instructions

Write something...

Quality Grade

- Premium
- Standard
- Economy

Flower Condition Assessment

Evaluate flower quality: hydration, wilting, damage.

Hydration Level

- Excellent
- Good
- Fair
- Poor

Wilting Presence

- None
- Slight
- Moderate
- Severe

Stem Length (cm)

Enter a number...


Damage Type

- Bruising
- Browning
- Petal Damage
- Stem Damage
- None

Additional Notes (e.g., color variations, unusual odors)

Write something...

Photo Documentation (optional)

 Upload File

Storage Environment Monitoring

Check temperature, humidity, and cleanliness of storage areas.

Temperature (Celsius)

Enter a number...

Humidity (%)

Enter a number...

Light Exposure (lux)

Enter a number...

Ventilation Status

- Adequate
- Insufficient
- Not Applicable

Cleanliness Condition

- Excellent
- Good
- Fair
- Poor

Monitoring Date

Enter date...

Monitoring Time

Enter time...

Sales & Usage Tracking

Document flowers used in arrangements and individual sales.

Quantity Sold - Roses

Enter a number...

Quantity Sold - Lilies

Enter a number...

Quantity Used in Bouquets

Enter a number...

Quantity Used in DIY Arrangements

Enter a number...

Sales Channel (Online/In-Store)

Online

In-Store

Sale Date

Enter date...

Sale Time

Enter time...

Notes on Sales (e.g., special requests)

Write something...

Waste & Disposal Recording

Track discarded flowers due to spoilage or damage.

Quantity Discarded (Stems)

Enter a number...

Reason for Discard

- Wilting
- Bruising
- Disease
- Damage (handling)
- Unsellable
- Other

Detailed Description (if 'Other' selected)

Write something...

Date of Disposal

Enter date...

Time of Disposal

Enter time...

Disposal Method

- Composting
- Trash
- Donation (if applicable)

Estimated Value of Discarded Flowers (\$)

Enter a number...

Inventory Level Adjustments

Update stock levels based on sales, waste, and adjustments.

Adjusted Quantity - Roses

Enter a number...

Adjusted Quantity - Lilies

Enter a number...

Adjusted Quantity - Carnations

Enter a number...

Reason for Adjustment

- Data Entry Error
- Theft/Loss
- Spoilage
- Incorrect Receiving
- Other (Specify)

Details of Adjustment (if 'Other' selected)

Write something...

Adjustment Date

Enter date...

Adjustment Time

Approved By

 Manager Supervisor

Reorder Points & Notifications

Monitor stock levels against reorder points and trigger notifications.

Reorder Point - Roses

Reorder Point - Lilies

Reorder Point - Tulips

Notification Method

- Email
- SMS
- In-App Alert

Email Address for Notifications

Write something...

Lead Time (Days) - Roses

Enter a number...

Safety Stock Level - Roses

Enter a number...

Seasonal Inventory Adjustments

Account for seasonal variations in demand and adjust inventory accordingly.

Start Date of Peak Season (e.g., Valentine's Day, Mother's Day)

Enter date...

End Date of Peak Season

Enter date...

Percentage Increase in Orders Expected (Peak Season)

Enter a number...

Increase in Popular Flower Quantities (e.g., Roses, Tulips)

Enter a number...

Which Seasonal Arrangements Require Special Flower Sourcing?

- Valentine's Day Arrangements
- Mother's Day Arrangements
- Christmas/Holiday Arrangements
- Easter Arrangements
- None

Notes on Seasonal Sourcing Challenges (e.g., supplier limitations, unexpected demand)

Write something...

Are any alternative flower types considered during peak demand?

- Yes
- No

Periodic Physical Count

Perform a full physical count to verify accuracy of records.

Physical Count Date

Starting Inventory Count (Before Physical Count)

Notes on Count Conditions (e.g., weather, staffing)

Counted Quantity of Roses

Counted Quantity of Lilies

Counted Quantity of Tulips

Enter a number...

Total Counted Quantity

Enter a number...

Discrepancies Found (If Any)

Write something...

Ending Inventory Count (After Physical Count)

Enter a number...

Count Accuracy

- Accurate
- Minor Discrepancies
- Significant Discrepancies