

# 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