



Pet Store Inventory Stock Level Checklist Template

 Show only Checklist

Display Style
Default 

Initial Stock Verification

Confirm starting quantities match records.

Verification Date

Enter date...

Starting Inventory Count (Total Units)

Enter a number...



Starting Inventory Value (Total)

Enter a number...

Inventory System Used

- ☐ Manual Spreadsheet
- ☐ Dedicated Inventory Software
- ☐ POS System with Inventory Tracking

Notes on Initial Conditions (e.g., recent shipment, potential losses)

Write something...

Inventory Records Accuracy Assessment

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Category Scan

Systematically check inventory by category (e.g., Food, Toys, Health).

Food (Dry)

- ☐ Checked and Accurate
- ☐ Discrepancy Found

Discrepancy Count (Food - Dry)

Enter a number...

Food (Canned/Wet)

☐ Checked and Accurate

☐ Discrepancy Found

Discrepancy Count (Food - Canned/Wet)

Enter a number...

Toys

☐ Checked and Accurate

☐ Discrepancy Found

Discrepancy Count (Toys)

Enter a number...

Health & Grooming

☐ Checked and Accurate

☐ Discrepancy Found

Discrepancy Count (Health & Grooming)

Enter a number...

High-Value Item Check

Specifically verify quantities and condition of expensive items.

Item 1: Quantity on Hand

Item 1: Expected Quantity

Item 1: Condition (Excellent, Good, Fair, Poor)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Item 2: Serial Number (if applicable)

Item 3: Authentication Status (Verified, Not Verified)

- ☐ Verified
- ☐ Not Verified

Notes about Item 1

Write something...

Image of Item 2 (for verification)

 Upload File

Expiration Date Review

Check expiration dates on food and health items; prioritize removal of expired products.

Expiration Date

Enter date...

Quantity Expiring

Enter a number...

Action Required

- ☐ Remove from Stock
- ☐ Discounted Sale
- ☐ Return to Supplier

Notes/Comments

Write something...

Product Category

- ☐ Food
- ☐ Treats
- ☐ Health & Wellness

Date of Review

Enter date...

Damage Assessment

Identify and record damaged goods for removal or discount.

Quantity Damaged

Enter a number...

Damage Type

- ☐ Cracked/Broken
- ☐ Leaked
- ☐ Ripped/Torn
- ☐ Soiled
- ☐ Expired
- ☐ Other

Damage Description (Details)

Write something...

Disposition

- ☐ Return to Supplier
- ☐ Discounted Sale
- ☐ Waste/Disposal
- ☐ Repair

Upload Photo of Damage (Optional)

 Upload File

Low Stock Identification

Note items below reorder points for immediate restocking.

Current Stock Level

Reorder Point

Quantity to Reorder

Reorder Priority

- ☐ High
- ☐ Medium
- ☐ Low

Vendor Preference

- ☐ Vendor A
- ☐ Vendor B
- ☐ No Preference

Expected Delivery Date

Discrepancy Resolution

Investigate and correct any discrepancies between physical count and records.

Describe the Discrepancy

Write something...

Expected Quantity

Enter a number...

Actual Quantity

Enter a number...

Possible Cause (Select one)

- ☐ Theft
- ☐ Data Entry Error
- ☐ Shipping Error
- ☐ Miscount
- ☐ Unknown

Investigative Steps Taken

Write something...

Resolution Status

- ☐ Resolved
- ☐ Partially Resolved
- ☐ Unresolved

Quantity Adjustment

Enter a number...

Resolution Date

Enter date...

Reorder Recommendations

Generate reorder recommendations based on stock levels and sales trends.

Recommended Order Quantity (Item 1)

Enter a number...

Recommended Order Quantity (Item 2)

Enter a number...

Recommended Order Quantity (Item 3)

Enter a number...

Order Priority (Item 1)

- ☐ High
- ☐ Medium
- ☐ Low

Expected Delivery Date (Item 1)

Enter date...

Order Notes/Special Instructions

Write something...

Vendor Selection (Item 1)

- ☐ Vendor A
- ☐ Vendor B
- ☐ Vendor C

Record Updates

Update inventory records with the results of the stock level check.

Adjusted Quantity - Food (Dog)

Enter a number...

Adjusted Quantity - Toys

Enter a number...

Adjusted Quantity - Health Supplies

Enter a number...

Reason for Adjustment (if applicable)

☐ Shrinkage

☐ Data Entry Error

☐ Spoilage

☐ Other

Detailed Explanation of Adjustments

Write something...

Date of Adjustment

Time of Adjustment

Final Review & Sign-off

Review all findings and confirm accuracy before signing off on the checklist.

Checklist Completion Date

Checklist Completion Time

Reviewer Name

Reviewer Signature

Write something...

Summary of Significant Findings

Write something...

Total Discrepancies Found

Enter a number...

Overall Inventory Accuracy

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor