



# Pet Store Inventory Stock Level Checklist Template

 Show only Checklist

Display Style  

## Initial Stock Verification

Confirm starting quantities match records.

### Verification Date

### Starting Inventory Count (Total Units)



### 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