YEAR-END 2026 • SMALL BUSINESS

Inventory Count & Stocktake

Count everything once, value it once, start 2027 with clean numbers

Business name _____

Count date _____

Counted by _____

Checked by _____

Locations counted _____

How to run the count

1. Pause sales or note any orders made during the count
2. Count one location at a time, left to right, top to bottom
3. Use bin tags (page 3) so nothing is counted twice
4. Record two counts for high-value items
5. Use cost price, not retail price, for valuation
6. Note damaged, expired or unsellable stock separately

Total units	Total cost value	Write-offs

Inventory Count Sheet

Location _____ Sheet ___ of ___ Counter _____

SKU	Item / description	Location	Count 1	Count 2	Unit cost	Total value

Page total: _____

Shelf & Bin Count Tags • cut out and place on each shelf as it's counted

COUNTED ☐ Bin / shelf #

Item _____

Count 1 _____

Count 2 _____

Initials / date _____

COUNTED ☐ Bin / shelf #

Item _____

Count 1 _____

Count 2 _____

Initials / date _____

COUNTED ☐ Bin / shelf #

Item _____

Count 1 _____

Count 2 _____

Initials / date _____

COUNTED ☐ Bin / shelf #

Item _____

Count 1 _____

Count 2 _____

Initials / date _____

COUNTED ☐ Bin / shelf #

Item _____

Count 1 _____

Count 2 _____

Initials / date _____

COUNTED ☐ Bin / shelf #

Item _____

Count 1 _____

Count 2 _____

Initials / date _____

COUNTED ☐ Bin / shelf #

Item _____

Count 1 _____

Count 2 _____

Initials / date _____

COUNTED ☐ Bin / shelf #

Item _____

Count 1 _____

Count 2 _____

Initials / date _____

YEAR-END SUMMARY

Stock Valuation & Shrinkage

Bring your page totals together by category

Category	Units	Cost value	Notes
TOTAL			

Shrinkage check

Expected units (records) _____ - Counted units _____ = Difference _____

Difference ÷ expected × 100 = _____ % shrinkage

Reasons: damage • theft • admin errors • samples • unrecorded sales

Reorder first in January 2027