

Checklist

Inventorying 101: Inventory Count Checklist

Track all your inventory across your entire organisation.

ITEM ID	SERIAL NO .	LOCATION	EXPECTED QUANTITY	COUNTED QUANTITY	DIFFERENCE	CONDITION
						<input type="checkbox"/> In use <input type="checkbox"/> Needs repair <input type="checkbox"/> Available
						<input type="checkbox"/> In use <input type="checkbox"/> Needs repair <input type="checkbox"/> Available
						<input type="checkbox"/> In use <input type="checkbox"/> Needs repair <input type="checkbox"/> Available
						<input type="checkbox"/> In use <input type="checkbox"/> Needs repair <input type="checkbox"/> Available

Notes
