

# Annual Stock Inventory Count Checklist - MANAGER

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Check	Initials	Date	Description
<input type="checkbox"/>	_____	_____	<b>MANAGER</b> - Physical Inventory Count date has been set
<input type="checkbox"/>	_____	_____	<b>MANAGER</b> - Team Leaders have been assigned
<input type="checkbox"/>	_____	_____	<b>MANAGER</b> - Mark-up stickers have been ordered
<input type="checkbox"/>	_____	_____	<b>ALL</b> - Preliminary preparation meeting (2 weeks prior)
<input type="checkbox"/>	_____	_____	<b>ALL</b> - Final meeting (1 day prior)
<input type="checkbox"/>	_____	_____	<b>MANAGER</b> – Team Leaders have been given mark-up stickers to distribute
<input type="checkbox"/>	_____	_____	<b>MANAGER</b> - Physical Warehouse preparation/organization- stocked merchandise is orderly, floor and work areas are cleared of all clutter, orders in process are clearly organized, etc.
<input type="checkbox"/>	_____	_____	<b>MANAGER</b> - Shipping & Receiving has completely caught up on receiving material
<input type="checkbox"/>	_____	_____	<b>MANAGER</b> - Accounts Receivable has completely caught up on invoicing material
<input type="checkbox"/>	_____	_____	<b>MANAGER</b> - Physical Inventory Worksheet is printed from QuickBooks
<input type="checkbox"/>	_____	_____	<b>MANAGER</b> – Pending order material has been counted and recorded
<input type="checkbox"/>	_____	_____	<b>MANAGER</b> - Team Leaders have been assigned their section of the Physical Inventory W.S.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Printed Name)

# Annual Stock Inventory Count Checklist – TEAM LEADER

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Check	Initials	Date	Description
<input type="checkbox"/>	_____	_____	<b>TEAM LEADER</b> - Team Members have been assigned
<input type="checkbox"/>	_____	_____	<b>ALL</b> - Preliminary preparation meeting (2 weeks prior)
<input type="checkbox"/>	_____	_____	<b>ALL</b> - Final meeting (1 day prior)
<input type="checkbox"/>	_____	_____	<b>TEAM LEADER</b> - Team Members have been assigned to sections of the Physical Inventory W.S.
<input type="checkbox"/>	_____	_____	<b>TEAM LEADER</b> – Team Members have been given specific counting and recording procedures
<input type="checkbox"/>	_____	_____	<b>TEAM LEADER</b> – Team Members have been given mark-up stickers
<input type="checkbox"/>	_____	_____	<b>TEAM LEADER</b> – Once completed, the warehouse has been reviewed for mark up stickers on every carton/box.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Printed Name)