

Stock-take sheet.

One sheet per section. Count what you see, not what you expect. Recount any line that's off by more than 1-2 units.



Shop / branch

Section / shelf

Date

Cut-off time

Counted by

Recounted by

#	Product Name, size, colour	SKU / code	Unit pcs / pack / ctn	Expected from records	Count 1	Count 2 recount	Difference final - expected	Reason damaged, expired, lost, theft, found, miscount	Initials
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Total difference (N at cost):

Counted by (sign)

Checked by (sign)

stockoja.com/learn/how-to-do-stock-taking-in-a-shop

How to use this sheet.

From the StockQja guide: how to do stock taking in a shop.



The day before

1. Pick a quiet day and a cut-off time. Record every sale and delivery before it.
2. Ask suppliers not to deliver during the count.
3. Put each product in one place; group sizes and colours.
4. Box damaged, expired and returned items separately.
5. Agree the unit for each product: pieces, packs or cartons.
6. Split the shop into sections. One pair and one sheet per section.
7. Fill in **Expected** from your records *after* the count if you can, so it doesn't influence the counters.

On the night

1. Stop selling. Write the cut-off time on every sheet.
2. Count in pairs: one counts aloud, one writes.
3. Count the store room, display and window too.
4. Open cartons. Sealed doesn't mean full.
5. Mark each shelf when it's done.
6. A different pair recounts big gaps and expensive items (**Count 2**).
7. Sign each sheet.

Afterwards

- Work out **Difference** = final count – expected.
- Multiply by cost price to see the gap in naira.
- Write a **reason** for every difference.
- Correct your records, keeping the reason.
- Compare with your last count: the pattern shows the cause.

Counting cartons: count in the unit you sell. 3 cartons of 40 + 12 loose packs = **132 packs**.

In StockQja: Adjust stock → **Set counted quantity**, reason **Stock count**. Saved to the stock history with your name.