

# Bookstore Inventory Audit Checklist

Task	Completed	Notes
Count all books on shelves	<input type="checkbox"/>	
Count all books in storage/backroom	<input type="checkbox"/>	
Check for misplaced or misfiled books	<input type="checkbox"/>	
Check inventory system for accuracy	<input type="checkbox"/>	
List damaged books	<input type="checkbox"/>	
Identify missing books	<input type="checkbox"/>	
Review recent shipments	<input type="checkbox"/>	
Verify special orders/reserved items	<input type="checkbox"/>	
Report discrepancies	<input type="checkbox"/>	

- Date of Audit:
- Auditor:
- Total books counted:
- Discrepancies found: