

Store Shelf Inventory Replenishment Checklist

General Information

Store Name	
Date	
Employee Name	

Checklist

Task	Complete	Notes
Check shelf stock levels	<input type="checkbox"/>	
Remove expired or damaged items	<input type="checkbox"/>	
Refill shelves from backroom/storage	<input type="checkbox"/>	
Rotate products (FIFO)	<input type="checkbox"/>	
Adjust product facings for neatness	<input type="checkbox"/>	
Restock promotional items/displays	<input type="checkbox"/>	
Report low-stock items for reorder	<input type="checkbox"/>	

Additional Notes

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