

Retail Inventory Closing Checklist

Store Name

Date

Name of Person Completing Checklist

Checklist

☐

All shelves and displays are stocked and organized

☐

Damaged/outdated stock removed and recorded

☐

Inventory counts updated in system

☐

Returns and transfers prepared for shipment

☐

Backroom stock checked and organized

☐

All received shipments have been logged

☐

Low-stock/re-order items identified & flagged

Notes / Comments

Completed By (Signature)

Date

Manager Approval (Signature)

Date