

| VENUE / SITE | COUNT DATE AND TIME | COUNTED BY | CHECKED BY |
|--------------|---------------------|------------|------------|
|              |                     |            |            |

[illegible]

List items in the order you walk the site, not alphabetically. The sheet should follow the shelves.

Set the unit to match the unit your supplier invoices in, so cost and value need no conversion.

Count at the same point in the cycle every period — after close, before any delivery — or your usage figures mean nothing.