

# INVENTORY PRE-COUNT CHECKLIST



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- 1. Schedule when inventory is low
  - 2. Check for missing barcodes in advance
  - 3. Complete any in-progress kits/assembly
  - 4. Dispose of obsolete or defective stock
  - 5. Pre-count initiative stock in the back (NOTE: tag to prevent duplication)
  - 6. Pull & ship all current open orders
  - 7. Ask suppliers to not deliver during count
  - 8. Freeze or reduce warehouse activities
  - 9. Complete all open receiving and sales orders in your POS system
  - 10. Complete in-progress transactions for any off-site storage facilities
  - 11. Go through above steps for all store locations
  - 12. Test and scanning devices in advance



# MY NOTES

TIME TO GET STARTED!

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## Priority Task

## Other things to do

## Notes & Reminders