

Inventory Audit Preparation Checklist

Date: _____

To: _____

From: _____

Subject: Inventory Audit Preparation Checklist

Checklist Items

- Verify current inventory records and reconcile discrepancies.
- Organize storage areas for easy access and counting.
- Ensure all products are clearly labeled and categorized.
- Prepare necessary audit tools (e.g., count sheets, calculators).
- Schedule audit date and notify all relevant team members.
- Review prior audit results and address any outstanding issues.
- Conduct team training for efficient counting procedures.
- Prepare for potential stock adjustments post-audit.

Additional Notes

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]