# PHYSICAL INVENTORY COUNTS
# COUNT DAY CHECKLIST

- [ ] 1) Count by location, not by product
- [ ] 2) Don't move misplaced items during count
- [ ] 3) Assign staff to count areas
- [ ] 4) Mark off areas as they are completed
- [ ] 5) Track consignment products separately

  (NOTE: count in a separate batch)
- [ ] 6) Pre-print barcode labels or print as you go
- [ ] 7) Stop all shipments & receiving
- [ ] 8) Use different staff for counting vs. posting

NOTES

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