Count sheet

Business	Branch	Date	Time	Counted by	Checked by

- Count before opening or after closing, place by place, in the unit you buy in.
- Write what you see. An opened pack is a fraction: half a 1 kg bag of beans is 0.5.
- Count anything far from usual a second time, in the "Second count" column.

Item	Unit	Place	Counted	Second count	Notes