AESTHETICA

CLINIC SUPPLIES

Clinic stock checklist

A practical worksheet for purchasing and stock administration.

Clinic / team: _____ Date: _____ Checked by: _____

01 COUNT AND CHECK

- ☐ Count usable stock; separate items set aside and orders still in transit.
- ☐ Check pack size, variant and unit of measure before recording quantities.
- ☐ Record batch / lot numbers and expiry dates where applicable.
- ☐ Flag damaged packaging or other concerns under your clinic procedures.

02 PLAN THE NEXT ORDER

- ☐ Review recent usage and supplier lead times before setting reorder points.
- ☐ Check existing purchase orders to avoid duplicate ordering.
- ☐ Confirm the selected variant, quantity, delivery details and total cost.

03 STOCK REVIEW RECORD

Item / variant	Unit	Usable	Reorder at	Order qty	Action

FOLLOW UP

Order reference / expected delivery: _____

Next review date / outstanding action: _____

Follow each manufacturer's labelled storage and handling instructions.
This worksheet supports stock administration; it is not clinical guidance.