

Retail Store Audit & Merchandising Report

Illustrative demonstration data. This sample is not an actual job record or an export from the app.

Audit / store ID	RA-019 / Demo Store ST-07
Location / departments	Demo retail site / Main floor and promotion aisle
Auditor / store representative	Demo merchandiser A / Store supervisor
Date / visit time	19 Oct 2026 / 11:00-11:45

01 / WORK RECORD

Check	Result	Evidence / finding
Shelf availability	Action needed	Demo item SKU-02 absent / P01
Price labels / promotion	Pass	Checked labels match visit brief / P02
Display condition	Action needed	Promotion panel missing / P03
Lighting / cleanliness	Pass	Checked area clean and lit / P04

02 / EVIDENCE AND FOLLOW-UP

Corrective action / owner	Restock SKU-02 / Store team; replace panel / Merchandising team
Deadline / priority	19 Oct 2026, 16:00 / Review at next visit
Maintenance findings	No additional issue recorded in the checked area.
Review outcome	2 actions open; verify new photos before closure.

03 / SIGN-OFF

Auditor / prepared by	Store representative / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Mark checks Pass, Action needed or N/A. Record photo references, an owner and a deadline for every issue requiring follow-up.

Photo references are illustrative. Signature fields are intentionally unsigned.

Retail Store Audit & Merchandising Report

A reusable reporting form. Adapt the checks and review process to your organisation.

Audit / store ID	
Location / departments	
Auditor / store representative	
Date / start / finish	

01 / WORK RECORD

Check	Result	Evidence / finding
Shelf availability		
Price labels / promotion		
Display condition		
Lighting / cleanliness		

02 / EVIDENCE AND FOLLOW-UP

Corrective action / owner	
Deadline / priority	
Maintenance findings / photos	
Review result / next visit	

03 / SIGN-OFF

Auditor / prepared by	Store representative / reviewed by
Name: _____	Name: _____
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Date / time: _____	Date / time: _____

Mark checks Pass, Action needed or N/A. Record photo references, an owner and a deadline for every issue requiring follow-up.