Store Audit Report

One-page visit summary. Send within 24 hours of the visit.

Store: _____ **Visit date:** _____

Region / district: _____ **Visit type:** [ ] Announced [ ] Unannounced [ ] Follow-up

Completed by: _____ **Store manager:** _____

Results by section

Section	This visit	Last visit	Change
Exterior & curb appeal			
Entry & first impression			
Merchandising & planograms			
Cleanliness & maintenance			
Inventory & stock			
Pricing & signage			
Staff presentation & service			
Loss prevention			
Back of house & compliance			
Overall score			

Critical fails: _____ Status: [ ] Good shape (90%+) [ ] Watch (70–89%) [ ] Act this week (<70% or any critical fail)

Wins to recognize

1	
2	
3	

Key findings

Finding	Section	Severity	Photo ref

Action plan: every finding gets an owner and a due date

Action	Owner	Due	Status	Verified?

Follow-up visit date: _____ **District manager:** _____ **Store manager:** _____

StoreAudit writes this report for you after every walk, with photos and AI summary — storeauditiq.com