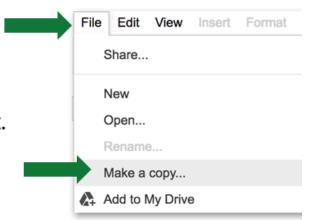


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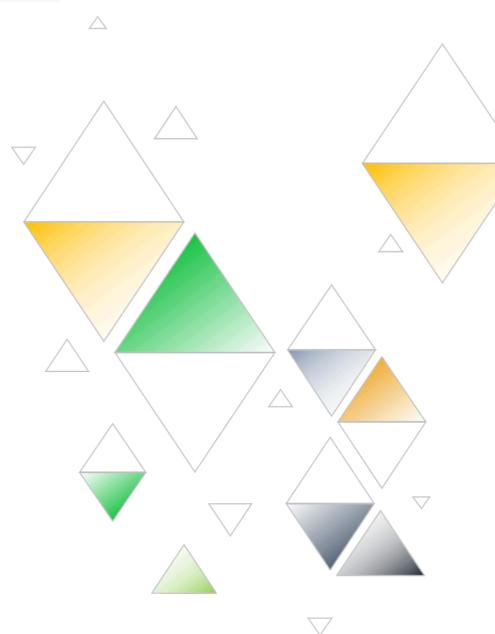
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#### PRINTABLE INVENTORY REPORT TEMPLATE

Template begins on page 2.



## PRINTABLE INVENTORY REPORT TEMPLATE

# TOTAL INVENTORY VALUE

REORDER	ITEM NO.	DATE OF LAST ORDER	ITEM NAME	VENDOR	STOCK LOCATION	DESCRIPTION	COST PER ITEM	STOCK QUANTITY	TOTAL VALUE	REORDER LEVEL	DAYS PER REORDER	ITEM REORDER QUANTITY	ITEM DISCONTINUED

## STOCK TRACKING TEMPLATE

DATE:

**EMPLOYEE SIGNATURE:** 

			RCHASE	PU	CATION	STOCK LC	ITEM			
ITEM AREA SHELF / BIN	QUANTITY	UNIT	VENDOR ITEM NUMBER	VENDOR	SHELF / BIN	AREA	DESCRIPTION	ITEM NAME	ITEM NO.	

## STOCK INVENTORY ITEM TEMPLATE

#### **COMPANY NAME:**

ITEM INFO	
ITEM NAME	
ITEM NO.	
LOCATION	
PRICE	
ITEM QUANTITY	
MATERIAL	
DESCRIPTION	

EMPLOYEE INFO										
COUNTED BY	CHECKED BY									
EMPLOYEE NAME	EMPLOYEE									
EMPLOYEE ID	EMPLOYEE									

DATE: EMPLOYEE SIGNATURE:

### STOCK VENDOR LIST

VENDOR							CONTACT								
VENDOR NAME	PRODUCT NAME	WEB LINK	DESCRIPTION	COST	LEAD TIME IN DAYS	CONTACT NAME	EMAIL ADDRESS	PHONE	FAX	MAILING ADDRESS	СІТҮ	STATE	ZIP	COUNTRY	

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