[](https://bit.ly/3lkQuI8)PRINTABLE SMALL BUSINESS INVENTORY TEMPLATE

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| **TOTAL INVENTORY VALUE** | |
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| **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** |
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**STOCK TRACKING TEMPLATE**

**DATE:**

**EMPLOYEE SIGNATURE:**

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| **ITEM** | | | **STOCK LOCATION** | | **PURCHASE** | | | **INVENTORY** | | |
| **ITEM NO.** | **ITEM NAME** | **DESCRIPTION** | **AREA** | **SHELF / BIN** | **VENDOR** | **VENDOR ITEM NUMBER** | **UNIT** | **QUANTITY** | **ITEM AREA** | **SHELF / BIN** |
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| **STOCK INVENTORY ITEM TEMPLATE** |
| **COMPANY NAME:** |

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

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| **EMPLOYEE INFO** | | | |
| **COUNTED BY** | | **CHECKED BY** | |
| **EMPLOYEE NAME** |  | **EMPLOYEE** |  |
| **EMPLOYEE ID** |  | **EMPLOYEE** |  |

**DATE: EMPLOYEE SIGNATURE:**

**STOCK VENDOR LIST**

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