

INVENTORY REORDER LOG

Location: Home Office | Date: _____

ITEM DESCRIPTION	CURRENT QTY	MIN (POINT)	ORDER QTY	REORDER?
PAPER & STATIONERY				
Printer Paper (Reams)	2	1	5	
Legal Pads (Yellow)		2	1 Pack	
Sticky Notes (3x3)		3	12 Pack	
INK & TONER				
Black Ink Cartridge	1	1	2	
Color Ink Set		1	1	
MAILING & SHIPPING				
#10 Envelopes		25	1 Box	
Shipping Tape Rolls	1	2	6 Pack	

ITEM DESCRIPTION	CURRENT QTY	MIN (POINT)	ORDER QTY	REORDER?
MISCELLANEOUS				

AA Batteries		4	16 Pack	
Paper Clips (Boxes)		1	3 Pack	