

OFFICE INVENTORY

Date: _____

SUPPLY DESCRIPTION	CURRENT	MIN QTY	ACTION NEEDED
Printer Paper (Reams)		2	Order Soon
Ink Cartridges (Black/CMY)		1	Order Soon
Legal Pads / Notebooks		3	Order Soon
Pens / Writing Tools		5	Order Soon
Envelopes (Standard/Large)		20	Order Soon
Post-it Notes (Packs)		2	Order Soon
File Folders		10	Order Soon
Staples / Paperclips		1	Order Soon
Shipping Labels		1	Order Soon
			Order Soon
			Order Soon

ADDITIONAL NOTES & SPECIAL ORDERS