

OFFICE INVENTORY

Location: Home Office

Month/Year: _____

ITEM DESCRIPTION	CURRENT STOCK	MINIMUM NEEDED	ORDER	NOTES
Paper & Writing				
Printer Paper (Reams)		2		Letter size, 20lb
Legal Pads		3		Yellow lined
Black Ink Pens		12		Gel 0.5mm
Mailing & Organization				
Envelopes (#10)		50		Security tint
Shipping Labels		20		4x6 Thermal
File Folders		25		Manila 1/3 cut
Tech & Hardware				
Printer Ink (Black)		1		XL Cartridge

ITEM DESCRIPTION	CURRENT STOCK	MINIMUM NEEDED	ORDER	NOTES
Printer Ink (Color)		1		CMY Combo pack
AA/AAA Batteries		8 ea		For peripherals

Miscellaneous				
Staples / Paperclips		1 box		
Adhesive Tape		2 rolls		Clear matte

Additional Items / Urgent Needs: