

LINEN REORDER CHART

Weekly Inventory Cycle

Date: _____

Staff: _____

LINEN DESCRIPTION	PAR STOCK	ON HAND	DISCARDED	REORDER QTY
King Flat Sheet				
King Fitted Sheet				
Queen Flat Sheet				
Queen Fitted Sheet				
Standard Pillowcase				
Bath Towel (Cotton)				
Hand Towel				
Face Cloth / Washcloth				
Bath Mat				
Duvet Cover (King)				
Duvet Cover (Queen)				

LINEN DESCRIPTION	PAR STOCK	ON HAND	DISCARDED	REORDER QTY
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Pool / Spa Towel

ADDITIONAL NOTES / SPECIAL ORDERS (e.g., stained items, damaged beyond repair, upcoming events)

Manager Approval: _____ Order Reference #: _____