

LINEN INVENTORY

Date: _____

Staff: _____

ITEM DESCRIPTION	SIZE/TYPE	IN STOCK	IN LAUNDRY	DISCARDED	TOTAL
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Bed Linens

Flat Sheet	King / Queen				
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Fitted Sheet	King / Queen				
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Pillowcase	Standard / King				
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Duvet Cover	All sizes				
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Bath Linens

Bath Towel	Standard				
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Hand Towel	Standard				
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Face Cloth	Standard				
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Bath Mat	Heavy Cotton				
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ITEM DESCRIPTION	SIZE/TYPE	IN STOCK	IN LAUNDRY	DISCARDED	TOTAL
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Bathrobe	One Size / XL				
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Dining & Other

Napkins	White Linen				
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Tablecloth	Rectangular				
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Notes / Reorder Requirements: