**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12172&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Supply+Inventory+Template-word-12172&lpa=Sample+Supply+Inventory+Template+word+12172)Microsoft Word Supply Inventory Tempate Example**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | Sarah Goodwin |  | **Additional Notes** |
| **Date** | 08/19/20XX |  |  |
| **Job Title** | Inventory Manager |  |
| **Phone** | (555) 123-4567 |  |
| **Email** | email@companyemail.com |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item Name** | **Description** | **Distributor** | **Quantity In Stock** | **Item Re-Order Quantity** | **Cost Per Item** | **Item Status** |
| 001 | Copy Paper | 8.5 x 11 inches, 500 sheets per ream | Office Depot | 20 reams | 10 reams | $5.00 | In Stock |
| 002 | Ink Cartridges | Black, compatible with HP printers | Staples | 15 cartridges | 5 cartridges | $25.00 | Low Stock |
| 003 | Sticky Notes | 3 x 3 inches, assorted colors | Amazon Business | 50 pads | 20 pads | $1.50 | In Stock |
| 004 | Paper Clips | Jumbo size, silver | Office Max | 1000 clips | 500 clips | $0.01 | In Stock |
| 005 | Manila Folders | Letter size, 1/3 cut tabs | Uline | 200 folders | 100 folders | $0.50 | In Stock |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
|  |
| **Signature** |

**Microsoft Word Supply Inventory Tempate**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  |  | **Additional Notes** |
| **Date** |  |  |  |
| **Job Title** |  |  |
| **Phone** |  |  |
| **Email** |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item Name** | **Description** | **Distributor** | **Quantity In Stock** | **Item Re-Order Quantity** | **Cost Per Item** | **Item Status** |
|  |  |  |  |  |  | $ |  |
|  |  |  |  |  |  | $ |  |
|  |  |  |  |  |  | $ |  |
|  |  |  |  |  |  | $ |  |
|  |  |  |  |  |  | $ |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | | | |
| **Signature** | | | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |