**Microsoft Word Supply Inventory Tempate Example**

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

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| **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 |
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| **Signature** |

**Microsoft Word Supply Inventory Tempate**

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| **Date** |  |  |  |
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| **Phone** |  |  |
| **Email** |  |  |

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| **Signature** |

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