INVENTORY TRACKING FORM TEMPLATE

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| **TOTAL INVENTORY VALUE** |
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| **REORDER** | **ITEM NO.** | **DATE OF LAST ORDER** | **ITEM NAME** | **VENDOR** | **STOCK LOCATION** | **DESCRIPTION** | **COST PER ITEM** | **STOCK QUANTITY** | **TOTAL VALUE** | **REORDER LEVEL** | **DAYS PER REORDER** | **ITEM REORDER QUANTITY** | **ITEM DISCONTINUED** |
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**STOCK TRACKING TEMPLATE**

**DATE:**

**EMPLOYEE SIGNATURE:**

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| **ITEM** | **STOCK LOCATION** | **PURCHASE** | **INVENTORY** |
| **ITEM NO.** | **ITEM NAME** | **DESCRIPTION** | **AREA** | **SHELF / BIN** | **VENDOR** | **VENDOR ITEM NUMBER** | **UNIT** | **QUANTITY** | **ITEM AREA** | **SHELF / BIN** |
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| **STOCK INVENTORY ITEM TEMPLATE** |
| **COMPANY NAME:**  |

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| **ITEM INFO** |
| **ITEM NAME** |  |
| **ITEM NO.** |  |
| **LOCATION** |  |
| **PRICE** |  |
| **ITEM QUANTITY** |  |
| **MATERIAL** |  |
| **DESCRIPTION** |  |

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| **EMPLOYEE INFO** |
| **COUNTED BY** | **CHECKED BY** |
| **EMPLOYEE NAME** |  | **EMPLOYEE** |  |
| **EMPLOYEE ID** |  | **EMPLOYEE** |  |

**DATE: EMPLOYEE SIGNATURE:**

**STOCK VENDOR LIST**

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| **VENDOR** | **CONTACT** |
| **VENDOR NAME** | **PRODUCT NAME** | **WEB LINK** | **DESCRIPTION** | **COST** | **LEAD TIME IN DAYS** | **CONTACT NAME** | **EMAIL ADDRESS** | **PHONE** | **FAX** | **MAILING ADDRESS** | **CITY** | **STATE** | **ZIP** | **COUNTRY** |
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