[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+Inventory+Report+Template-word-12172&lpa=Sample+Inventory+Report+Template+word+12172)Microsoft Word Printable Inventory Report Template Example

|  |  |
| --- | --- |
| **Total Inventory Value** | |
| $13,550.00 | Sum all the values in the **Total Value** column. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reorder** | **Item No.** | **Date of Last Order** | **Item Name** | **Vendor** | **Stock Location** | **Description** | **Cost per Item** | **Stock Quantity** | **Total Value** | **Reorder Level** | **Days per Order** | **Item Reorder Quantity** | **Item Discontinued** |
| OK | A123 | MM/DD/YY | Item A | Cole | Storeroom A, shelf 2 | Item A description | $10.00 | 200 | $2,000.00 | 50 | 14 | 100 | Yes |
| OK | B123 | MM/DD/YY | Item B | Cole | Outdoor pallet | Item B description | $20.00 | 100 | $2,000.00 | 50 | 30 | 20 |  |
| Reorder | C123 | MM/DD/YY | Item C | Cole | Basement, shelf 4 | Item C description | $30.00 | 45 | $1,350.00 | 50 | 2 | 50 |  |
| Reorder | D123 | MM/DD/YY | Item D | Cole | Storeroom A, shelf 2 | Item D description | $10.00 | 25 | $250.00 | 50 | 14 | 10 |  |
| OK | E123 | MM/DD/YY | Item E | Cole | Outdoor pallet | Item E description | $20.00 | 200 | $4,000.00 | 50 | 30 | 100 |  |
| OK | F123 | MM/DD/YY | Item F | Cole | Basement, shelf 4 | Item F description | $30.00 | 100 | $3,000.00 | 50 | 2 | 20 |  |
| Reorder | G123 | MM/DD/YY | Item G | Cole | Storeroom A, shelf 2 | Item G description | $10.00 | 45 | $450.00 | 50 | 14 | 50 | Yes |
| OK | H123 | MM/DD/YY | Item H | Cole | Basement, shelf 4 | Item H description | $20.00 | 25 | $500.00 | 50 | 30 | 10 |  |
| OK |  |  |  |  |  |  |  |  | $0.00 |  |  |  |  |
| OK |  |  |  |  |  |  |  |  | $0.00 |  |  |  |  |
| OK |  |  |  |  |  |  |  |  | $0.00 |  |  |  |  |

Microsoft Word Printable Inventory Report Template

|  |  |
| --- | --- |
| **Total Inventory Value** | |
|  | Sum all the values in the **Total Value** column. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reorder** | **Item No.** | **Date of Last Order** | **Item Name** | **Vendor** | **Stock Location** | **Description** | **Cost per Item** | **Stock Quantity** | **Total Value** | **Reorder Level** | **Days per Order** | **Item Reorder Quantity** | **Item Discontinued** |
|  |  | MM/DD/YY |  |  |  |  |  |  | $0.00 |  |  |  |  |
|  |  | MM/DD/YY |  |  |  |  |  |  | $0.00 |  |  |  |  |
|  |  | MM/DD/YY |  |  |  |  |  |  | $0.00 |  |  |  |  |
|  |  | MM/DD/YY |  |  |  |  |  |  | $0.00 |  |  |  |  |
|  |  | MM/DD/YY |  |  |  |  |  |  | $0.00 |  |  |  |  |
|  |  | MM/DD/YY |  |  |  |  |  |  | $0.00 |  |  |  |  |
|  |  | MM/DD/YY |  |  |  |  |  |  | $0.00 |  |  |  |  |
|  |  | MM/DD/YY |  |  |  |  |  |  | $0.00 |  |  |  |  |
|  |  |  |  |  |  |  |  |  | $0.00 |  |  |  |  |
|  |  |  |  |  |  |  |  |  | $0.00 |  |  |  |  |
|  |  |  |  |  |  |  |  |  | $0.00 |  |  |  |  |

|  |
| --- |
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