**Microsoft Word Supply Inventory Tempate**

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

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

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