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| **Basic Office Equipment Inventory Template** |
| **REORDER** | **ITEM NO.** | **NAME** | **MANUFACTURER** | **DESCRIPTION** | **COST PER ITEM** | **STOCK QUANTITY** | **INVENTORY VALUE** | **REORDER LEVEL** | **DAYS PER REORDER** |  **ITEM REORDER QUANTITY**  | **ITEM DISCONTINUED?** |
| OK |  A123 | Item A | Cole | Item A description | $10.00 | 200 | $2000.00 | 50  | 14  |  100 |  Yes |
| Reorder |  B123 | Item B | Cole | Item B description | $20.00  | 100 | $2000.00 | 50 | 30  |  20 | No |
| OK |   |   |   |   |   |   | $0.00 |   |   |   |   |
| OK |   |   |   |   |   |   | $0.00 |   |   |   |   |
| OK |   |   |   |   |   |   | $0.00 |   |   |   |   |
| OK |   |   |   |   |   |   | $0.00 |   |   |   |   |
| OK |   |   |   |   |   |   | $0.00 |   |   |   |   |
| OK |   |   |   |   |   |   | $0.00 |   |   |   |   |
| OK |   |   |   |   |   |   | $0.00 |   |   |   |   |
| OK |   |   |   |   |   |   | $0.00 |   |   |   |   |
| OK |   |   |   |   |   |   | $0.00 |   |   |   |   |

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