|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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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