Paper inventory template

TEMPLATE

PAPER ON THE SHELF

Paper	Size	Type	Colour	Reams on the shelf	Reorder at	Status	Kept in	Supplier and item number	Last ordered

WHEN YOU COUNT

- [ ] Count sealed reams only; paper already in a tray or an open ream on the side is not stock.
- [ ] Give each stock its own row: white letter, blue letter and white cardstock run out at different times.
- [ ] Set the reorder point to what the school uses while an order is on its way, and raise it before exam weeks.
- [ ] Write down where each stock is kept, so whoever refills the copier can find it without asking.
- [ ] Store reams flat and wrapped, off the floor and away from damp, and use the oldest case first.

Free to copy, change and share.