

50+ Inventory Samples, Format & Examples 2022

Inventory is an essential practice in any business across all industries. Companies and organizations must keep an eye on their supplies, items, and goods for continuous business workflow and to meet demands. Tools like our [inventory templates](#) can make the job easier and faster.

To create an inventory of your very own, follow the following steps:

- Browse through our inventory samples to create your own inventory.
- Customize Online or Download in your preferred File format and Print As Required

Let's face it, inventory is a task that nobody relishes doing. It's a tedious activity but it's crucial for business success. For one, you'll have to create an inventory document or sheet. So to lessen the burden, we'll share our 50 inventory samples and examples. They can be your reference and template in making inventory docs.

1. Restaurant Food Inventory Sample

Food supplies are the main resource of restaurants. If they run out or are in insufficient quantities, dining operations will fail. So if you're a restaurant manager, make sure to maintain supplies. Use our Restaurant [Food Inventory](#) template.

Kale's Eatery

kaleseatery@mail.com, 222 555 7777

Restaurant Food Inventory

Date: March 3, 2022

Prepared by: Wanda Smith

Address: 50 Medieval Court Cleveland, MI 64734

Email: wandasmith@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNIT
00325	Tomato	\$12.00	12	Pieces
00313	Potato	\$13.00	21	Pieces
00154	Milk	\$11.00	32	Carton

2. Master Food Inventory Sample

Our Master Food Inventory lets you input detailed info about your food supplies, including quantity and price. You can also use this for your home food supplies, not just for restaurant supplies.

Paul's Kitchen

paulskitchen@mail.com, 222 555 7777

Master Food Inventory

Date: March 24, 2022

Prepared by: Harry Styles

Address: 907 Devon Ave. Montic, MI 65546

Email: harystyles@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNIT
454	MSG	\$12.00	12	Packets
456	Salt	\$13.00	12	Packets
4567	Sugar	\$14.00	11	Packets

3. Business Inventory Sample

Our [Business Inventory](#) Sample features items sold in groceries and convenience stores. However, you can use it for any form of inventory. Simply edit its content, particularly the table.

Fabio Stores

fabiostores@mail.com, 222 555 7777

Business Inventory

Date: January 15, 2022

Prepared By: Tom Hopper

Address: 18 Fox St, Baltimore, MD 24334

Email: tomhopper@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0134	Potato Chips	\$2.00	500	bags
0234	Rice	\$4.00	200	bags
0533	Milk	\$2.00	500	packets
1023	Eggs	\$3.00	100	cartons
4224	Coffee Powder	\$5.00	200	packets

4. Office Inventory Sample

Office supplies should never run dry. Otherwise, desk workers can't perform well. If you're an office administrator, you should take our Office Inventory template. Use it to monitor office supplies daily or weekly.

Bluecom Enterprises
bluecomenterprises@email.com, 222 555 7777

Office Inventory

Date: March 15, 2025

Prepared by: John Doe
Address: 16 Green Gate Ln. Baltimore, MD 21201
Email: john@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY
325	Chairs	\$62.00	500
353	Mouse	\$22.00	500
567	Laptops	\$1200.00	500
255	Tables	\$75.00	200

5. Shipping Inventory Sample

Shipping operations must be perfect. In that business, missing items is a mortal sin. Our Shipping Inventory can help to avoid that. It's useful in taking notes of items and ensuring they're complete before transit.

Atkinson Furniture
atkinsonfurniture@gmail.com, 222 555 7777

Shipping Inventory

Date: March 15, 2025

Prepared by: Oliver Lowe

Address: 16 Green Gate Ln. Baltimore, MD 21201

Email: oliver@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0100	Sofa	\$499.99	1	unit
0298	Coffee Table	\$65.99	1	unit
3564	Bookshelves	\$52.99	2	unit
5745	Beds	\$199	2	unit

6. Medical Supply Inventory Sample

Our Medical [Supply Inventory](#) Sample is a perfect tool to monitor your medical stock levels. Whether you have medications or working for a medical company, this helps maintain your supplies.

Rainbow Medical
rainbowmedical@mail.com, 222 555 7777

Medical Supply Inventory

Date: March 15, 2025

Prepared by: John Doe
Address: 16 Green Gate Ln. Baltimore, MD 21201
Email: john@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
5546	Cough Syrup	\$6.00	100	bottles
4577	Dolo 650	\$8.00	100	strips
2543	Pan D	\$6.00	100	strips
3578	Nebulizer	\$12.00	100	units

7. Equipment Supply Inventory Sample

Our Equipment Supply Inventory features a list of medical equipment. However, you can use it for any type of equipment. Just change the sample content on its table.

Medico Supplies and Co.
medicosupplies@mail.com, 222 555 7777

Equipment Supply Inventory

Date: March 23, 2023

Prepared by: Kristene Roll
Address: 16 Green Gate Ln. Baltimore, MD 21201
Email: kristine@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
237	Oxygen Pump	\$350.00	20	pieces
381	Pulse Counter	\$480.00	32	machines
B24	Compression Device	\$590.00	25	equipment
915	Ventilator	\$700.00	17	pieces

8. Maintenance Supply Inventory Sample

Supplies for repairs and maintenance are just as important as primary resources. That said, you need to allocate a budget for them and ensure there are enough quantities of them. Our sample inventory below can aid you in monitoring repair and maintenance supplies.

George Supply
georgesupply@mail.com, 222 555 7777

Maintenance Supply Inventory

Date: September 20, 2022

Prepared by: Josh Weiss
Address: 8727 Clearance Ave. Garrison, NY 10524
Email: joshweiss@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0014	Hook	\$12.00	54	packet
0025	Screwdriver	\$5.00	45	pieces
0034	Nails	\$3.00	11	packet

9. Inventory Checklist Sample

Our [Inventory Checklist](#) Sample enables you to list certain items and put a checkmark on each if they're available. You can also indicate their quantity and input some additional notes below it. It's a useful template for any business.

Skyfi Printers

info@skyfiprinters.com, 222 555 7777

Inventory Checklist

Date: March 10, 2020

Prepared By: Raven Mckeen

Prepared For: Thomas Shaw

Email: thomas@gmail.com

ITEM	AVAILABLE	QUANTITY
<input type="checkbox"/> Letterheads	<input type="checkbox"/>	
<input type="checkbox"/> Printer Paper	<input type="checkbox"/>	
<input type="checkbox"/> Colored Paper	<input type="checkbox"/>	
<input type="checkbox"/> Folders	<input type="checkbox"/>	
<input type="checkbox"/> Toner	<input type="checkbox"/>	

Notes

1. Items above are good for use until March 10, 2020 only.
2. Contact the main supplier for additional items to be delivered.

10. Simple Inventory Checklist Sample

Here's another inventory checklist but with a simpler design. It doesn't have a built-in table but it can get the job done.

Inventory Checklist

- Flour
- Milk
- Eggs
- Sugar
- Butter

Notes

1. Items above are good for use until January 10, 2050, only.
2. Contact the main supplier for additional items to be delivered.

11. Grocery Inventory Sample

If you own a grocery store, the community relies on your business for household supplies. So make sure your stocks never run out. Keep your shelves full consistently. Use this [printable inventory](#) sample we have for groceries.

Sarah Groceries
sarahgroceries@mail.com, 222 555 7777

Grocery Inventory

Date: March 1, 2022

Prepared by: Jamie Oliver
Address: 444 Summerhouse Street Buffalo, NY 14201
Email: jamieoliver@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0121	Sugar	\$11.00	41	packets
0214	Salt	\$21.00	21	packets
0545	MSG	\$12.00	33	packets

12. Product Inventory Sample

Products each have their own set of components. If one's missing, they won't be functional. That's why we've created our Product Inventory template. Though it features a list of computer parts, you can use it for any product inventory.

Paul's Hardware
paulshardware@mail.com, 222 555 7777

Product Inventory

Date: January 22, 2022

Prepared by: John Marston
Address: 77 Anderson Ave. Saint Louis, MI 63134
Email: johnmarston@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
4577	Motherboard	\$70.00	45	pieces
1244	CPU	\$56.00	56	pieces
5955	RAM	\$45.00	33	pieces

13. Inventory Report Sample

Craft a fully detailed inventory with our [Inventory Report](#) Sample. Its table has a column that lets you indicate specific dates when each item will be purchased. It also enables the indication of quantities and addition of important notes.

We Live Clinic
BATCH 1 INVENTORY REPORT

Inspected By: Jessica Goodman
Email Address: jessica@weliveclinic.com
Date Prepared: January 05, 2035

ITEM	QUANTITY	DATE PURCHASED
Paracetamol (500 mg)	3,500	August 13, 2034
Amlodipine (10 mg)	1,800	August 13, 2034
Losartan (50 mg)	800	August 16, 2033
Aspirin (75 mg)	2,000	August 13, 2034
Epinephrine Injection 1mg/ml (1 ml vial)	500	October 05, 2034
Epinephrine Injection 1mg/ml (30 ml vial)	400	October 05, 2034

Notes:

1. Inform the receiving health care worker that 100 boxes of Aspirin 100 mg will be delivered on January 05, 2035.
2. Submit a memo to all concerned staff about the upcoming expiration of 400 tablets of Losartan 50 mg.

14. Monthly Inventory Report Sample

If you're tasked with submitting monthly inventory reports, this template's for you. Not only can you list office supplies in it but any item or asset that your company owns.

Girl Panda Express
MONTHLY OFFICE SUPPLIES INVENTORY REPORT

Inspected By: Nelly Bradford
Email Address: nelly@girlpandaex.com
Date Prepared: March 31, 2025

ITEM	QUANTITY	DATE PURCHASED
Pens	50	March 01, 2025
Markers	5	March 01, 2025
Bond Papers (A4)	5 Reams	March 01, 2025
Ink/Cartridges (black)	10	March 01, 2025
File Folders	6	March 01, 2025
Notebooks	20	March 01, 2025

Notes:

1. Inform the HR to restock the items and procure 10 markers, 20 reams of A4 bond paper, 50 file folders, and 20 notebooks on or before April 02, 2025.
2. Report the missing 2 ink/cartridges to the manager and HR.

15. Inventory Audit Report Sample

Inventory audit reports are a different kind of beast. They're more detailed than most inventory documents. Below we have our very Inventory Audit Report. It has two pages, excluding the cover page, and has an executive summary section and a conclusion section.

311 Logistics

Inventory Audit Report

Prepared by

Jay Peele

jay@311logistics.com

June 25, 2025

16. Blank Restaurant Inventory Sample

Here we have another [restaurant inventory](#) sample but its table is blank. So you can list any food items on it and indicate their price, quantity, and units.

Daniel's Kitchen
danielskitchen@mail.com, 222 555 7777

Restaurant Inventory

Date: June 23, 2024

Prepared By: Sarah Parker
Address: [45 Luke St, Baltimore, MD 21201]
Email: sarah@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS

17. Blank Restaurant Kitchen Inventory Sample

The kitchen is the heart of a restaurant's operations, not the dining area. That's why most restaurants create separate inventories for their kitchens. Their supplies are unique from that of other areas in the establishment. So use our sample below for your kitchen inventory needs.

Sasha Food and Beverages
sashafoodandbeverages@mail.com, 222 555 7777

Restaurant Kitchen Inventory

Date: April 23, 2022

Prepared by: John Watson
Address: 68 Moon Ave. Whiteoak, MI 63880
Email: johnwatson@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNIT

18. Church Inventory Sample

If you're working as a volunteer in your church, you might want this [sample inventory](#). It can be useful to keep tabs on your church's supplies, such as copies of the Bible, altar furnishings supplies, communions, and more.

Our Lady of Angels
ladyofangels@gmail.com, 222 555 7777

Free Church Inventory

Date: March 15, 2025

Prepared by: **Isia Cook**
Address: **16 Green Gate Ln. Baltimore, MD 21201**
Email: **isia@gmail.com**

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0100	Communion Service	\$50.99	1	units
0298	Altar Furnishings	\$20.99	10	units
3564	Bibles	\$9.99	30	units
8746	Choir Robes & Vestments	\$15.99	20	units

19. Liquor Inventory Sample

If you own a liquor business or a bar, our Liquor Inventory Sample is made for you. Use it to keep your shelves full and satisfy your customers with their favorite drinks.

Bedlam Bottle
bedlambottle@gmail.com, 222 555 7777

Liquor Inventory

Date: March 15, 2025

Prepared by: Harvey Rose
Address: 16 Green Gate Ln. Baltimore, MD 21201
Email: harvey@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0100	Jack Daniels Old No. 7 Tennessee	\$17.99	10	cartons
0208	Patron Silver Tequila	\$36.99	10	cartons
3554	Absolut	\$24.99	10	cartons
8746	Johnnie Walker Gold Label Reserve	\$79.00	10	cartons

20. Personal Asset Inventory Sample

It's not just your business assets you need to monitor but also your personal assets. They're as important to your livelihood and your future. So grab our Personal Asset Inventory and start keeping an eye on your accounts and property.

Free Personal Asset Inventory

Date: March 15, 2025

Prepared by: Kate Green

Address: 16 Green Gate Ln. Baltimore, MD 21201

Email: kate@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0100	Artwork	\$200	10	units
0298	Automobile	\$12,500	10	units
3564	Checking account	\$10,000	10	units
8746	Collectibles Electronics Insurance	\$5000	10	units

22. System Inventory Example

This system inventory example can be useful in monitoring IT systems and recording their status. It's a sample from Old Dominion University and tech companies can make good use of it.

System Inventory and Definition				
IT System Inventory and Definition Document				
I. IT System Identification and Ownership				
IT System ID	IT System Common Name			
Owned By				
Physical Location				
Major Business Function				
System Owner Phone Number	System Administrator(s) Phone Number			
Data Owner(s) Phone Number(s)	Data Custodian(s) Phone Number(s)			
Other Relevant Information				
II. IT System Boundary and Components				
IT System Description and Components	Hardware Components			
	Software Components			
	Intended Audience			
IT System Interfaces	End User Interfaces			
	Administrative Interfaces			
	Database Connections			
IT System Boundary	Links, Extractor, Other Connections			
	Data Boundary			
	Physical Hardware Boundary, Support Boundary			
III. IT System Operability and Agreements				
External Agency or Hosting Vendor	IT System Name	IT System ID	IT System Owner	Interoperability, Security Agreement, Terms and Conditions
IV. IT System and Data Sensitivity				

23. Third Party Content Inventory Form Example

This content inventory form is a sample we got from Yale.edu. It features a list of book titles and movie titles. It also indicates the artist, author, or creator of each title.

Attachment 2 - Third Party Content Inventory Form Sample

	Title of Source Material	Type of Material (e.g. text, script, performance, interview, music*, photo, art, recording, logo, company identifier or slogan)	Name of Author/Performer/Creator	Name of Intellectual Property Owner (e.g. Copyright Holder, Trademark Registrar, Distributor or Publisher)	Intellectual Property Owner's Contact Information	Date/Country of First Publication/Date of Copyright & Renewal (if applicable)	Size of Material Used (e.g. no. of words, lines, or duration) Relative to Size of Source Work	Privacy/Publicity Info (Use of person's name, likeness, voice or other identifying information)
1	Analysis of hippocampal function in "Cognitive Neuroscience: The Biology of the Mind"	photodubbing	Frank Parsay (Illustrator)	W.W. Norton & Company, Inc.	500 Fifth Avenue New York, NY 10115 Phone: (212) 354-5500	2002/United States of America	entire photo	N/A
2	"Take Five" on Time Out album	music	Dave Brubeck (Performer) and Paul Desmond (composer)	Sony (recording)	550 Madison Avenue New York, NY 10022 Phone: (212) 533-8000	1954/United States of America	entire recording of song	N/A
3	Casablanca	movie	Michael Curtiz (Director)	Warner Brothers	4000 Warner Blvd. Burbank, CA 91522 Phone: (818) 954-6000	1942/United States of America	Time Point 12:10-17:10	N/A
4	Benjamin Franklin: An American Life	book	Walter Isaacson	Simon & Schuster	1230 Avenue of the Americas New York, NY 10020 Phone: (212) 993-7000	2004/United States of America	4 of 808 pages (234-237)	Benjamin Franklin's biography as told by Walter Isaacson

26. Home Inventory Sheet Sample

Do you need to buy new things for your home? If you do, use our Home [Inventory Sheet Sample](#). It's helpful in coming up with a budget and determining the sufficient quantity you need. Whether you're purchasing chairs, tables, appliances, or kitchen equipment, this template helps.

Home Inventory

Date: March 15, 2025

Prepared by: Peter Shawn

Address: 17 Upstate Ln. Baltimore, MD 21201

Email: peter@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
343	Coffee Table	\$112.00	2	sets
254	Chairs	\$55.00	10	pieces
243	Oven	\$225.00	2	unit
1232	Glass Sculpture	\$62.00	5	pieces

27. Inventory Sign Out Sheet Sample

Our Inventory Sign Out Sheet can help you track people using tools, equipment, or any item owned by your company. You can specifically pinpoint the exact time they used and returned the items.

Zelda Enterprises
zeldaenterprises@mail.com, 222 555 7777

Inventory Sign Out Sheet

Date: March 23, 2023

Prepared by: John Doe
Address: 16 Green Gate Ln. Baltimore, MD 21201
Email: john@gmail.com

ID	NAME	TIME IN	TIME OUT	NOTES
16858	John Jacobs	08:20 AM	04:00 PM	
23486	Carolina Drow	09:00 AM	04:45 PM	
72483	Matt Barrymore	10:15 AM	06:30 PM	
91157	Natalie Worths	10:30 AM	07:00 PM	
82574	Calob Hay	08:45 AM	02:00 PM	

28. Book Inventory Sample

Whether you're a librarian or a book store owner, you should take our Book Inventory Sample. It's a [simple inventory](#) form with a simple layout. It helps in tracking new arrivals and those that are already on shelves.

Book Inventory

Date: March 15, 2025

Prepared by: Rita Perkins

Address: 16 Green Gate Ln. Baltimore, MD 21201

Email: rita@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
435	Science Books	\$5.00	100	books
235	Maths Books	\$4.00	200	books
646	Physics Textbook	\$7.00	200	books
576	Literature Books	\$5.00	100	books

29. Gift Inventory Sample

Are you planning to give gifts to your friends, children, nephews, and any loved ones? If you are, we encourage you to use our Gift Inventory Sample. It can be your friend during your gift shopping trip and guide you if you got everything.

Gift Inventory

Date: April 4, 2022

Prepared by: John Smith

Address: 8742 Brickell Dr, Fillmore, MI 64449

Email: johnsmith@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNIT
254	Toys	\$20.00	12	Pieces
255	Cards	\$1.00	32	Pieces
256	Stuffed Animals	\$12.00	5	Pieces

30. Commercial Inventory Spreadsheet Sample

Our Commercial [Inventory Spreadsheet](#) Sample is made for any commercial company. You can list any goods and items on it. It has all the components of a standard inventory form.

Harmony Island
harmonyisland@zmail.com, 222 555 7777

Free Commercial Inventory

Date: March 15, 2025

Prepared by: Maya Shew
Address: 16 Green Gate Ln. Baltimore, MD 21201
Email: maya@zmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0100	Brown Sugar	\$5.99	10	bottles
0098	Corn Syrup	\$5.99	10	bottles
3564	Honey	\$5.99	10	bottles
8746	Molasses	\$5.99	10	bottles

31. Small Business Inventory Spreadsheet Sample

Even small businesses need to practice inventory. In fact, they must do it often since their supplies are limited compared to mid-sized companies and enterprises. So if you're a small business owner, download our Small Business Inventory Spreadsheet.

Tango Enterprises
tangoenterprises@mail.com, 222 555 7777

Small Business Inventory

Date: June 22, 2029

Prepared by: John Doe
Address: 16 Green Gate Ln. Baltimore, MD 21201
Email: john@zmail.com

ITEM	UNIT PRICE	QUANTITY	UNITS
Door Knobs & Locks	\$50.00	3	cartons
Metal Sheets	\$99.99	7	sheets
Paints	\$110.00	15	cans
Brushes & Brooms	\$40.00	11	covers

32. Inventory List Sample

If you have a MAC PC, you can freely customize our Inventory List Sample since it's editable in [Apple \(MAC\) Pages](#). Use it to list down grocery items, computer parts, equipment, tools, and other important stuff.

Marlowe Grocery
marlowegrocery@gmail.com, 222-855-7777
1545 Deans Lane, Westbury, New York 11590

INVENTORY LIST

Date: January 31, 2025

PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE
02125	Apple Juice 350 ml bottle	100	\$5.00
23651	Pineapple Juice 500 ml bottle	150	\$5.50
36958	Cranberry Juice 500 ml bottle	60	\$7.50
45263	Water 1 L bottle	50	\$3.50
50123	Water 500 ml bottle	42	\$2.50
60125	Orange Juice 500 ml bottle	20	\$5.85

Notes:

1. Report to the Store Manager the need to resupply orange juice 500 ml and water 500 ml on or before February 02, 2025.
2. Inform receiving staff to prioritize selling products with earlier expiration dates.

33. Daily Inventory Sample

If you prefer doing your inventory every day, take our Daily Inventory Sample. Either for business or personal purposes, this inventory form will be your best friend.

Daily Inventory

Date: March 15, 2025

Prepared by: Adam Cole

Address: 16 Green Gate Ln. Baltimore, MD 21201

Email: adam@zmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
235	Bread	\$5.00	200	packets
355	Baking Powder	\$2.00	80	packets
314	Oat Meal	\$2.00	100	packets
214	White Flour	\$3.00	100	packets

34. Bar Inventory Sample

Our Bar Inventory Sample is similar to the Liquor Inventory Sample we've shown earlier. They have the same function as well. It's a useful sample sheet for bartenders and bar owners. Customize it in [Microsoft Word](#).

Languid Lounge
languidlounge@gmail.com, 222 555 7777

Bar Inventory

Date: March 15, 2025

Prepared by: Peter Gardner
Address: 16 Green Gate Ln. Baltimore, MD 21201
Email: peter@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0100	Jack Daniels Old No. 7 Tennessee	\$17.99	10	cartons
0290	Falton Silver Tequila	\$30.99	10	cartons
3564	Absolut	\$24.99	10	cartons
B746	Johnnie Walker Gold Label Reserve	\$79.00	10	cartons

35. School Inventory Sample

If you own a shop that sells school supplies, get our School Inventory Sample. List down all of your school products and replenish the supplies of those that are running dry. Students and teachers will be happy if your shelves are full.

Jimmy's Shop

jimmysshop@mail.com, 222 555 7777

School Inventory

Date: April 2, 2022

Prepared by: Carl Smith

Address: 77 Gilded Drive Dayton, NY 14041

Email: carlsmith@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
1455	Exercise Book	\$21.00	45	packet
1244	Pen	\$12.00	54	packet
5611	Graph Paper	\$5.00	56	packet

36. Landlord Inventory Sample

If you're a landlord, you should check on your property from time to time. Make sure everything is in place and in good shape to keep your tenants happy. For that, you can use our Landlord Inventory Sample which is editable in [Adobe PDF](#).

Pelican Apartments
pelicanapartments@gmail.com, 222 555 7777

Free Landlord Inventory

Date: March 15, 2025

Prepared by: Mia John
Address: 16 Green Gate Ln. Baltimore, MD 21201
Email: mia@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0100	Sofa	\$499.99	1	unit
0298	Coffee Table	\$66.99	1	unit
3564	Bookshelves	\$52.99	2	unit
8746	Refrs	\$199	2	unit

37. Data Inventory Sample

Our Data Inventory Sample is yet another template you can use to list any item. Its content is customizable and its built-in table saves you the hassle of creating a spreadsheet from scratch.

Greatland Foods
greatlandfoods@mail.com, 222 555 7777

Data Inventory

Date: April 15, 2021

Prepared By: Diana Phillips
Address: 45, Rocky Rd, New York, NY 26733
Email: diana@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
2443	Chocolate	\$4.00	500	bars
4432	Wafers	\$2.00	400	packets
2456	White Chocolate	\$5.00	300	bars
5331	Choco Fills	\$2.00	500	packets

38. Computer Inventory Spreadsheet Sample

Do you need to list computer parts, software, and other components? If you do, feel free to use our Computer Inventory Spreadsheet Sample. We made it for tech companies and computer shops. Download and edit it in [Microsoft Excel](#).

Neo Supply

neosupply@zmail.com, 222.555.7777

Free Computer Inventory

Date: March 15, 2025

Prepared by: Isla Cook

Address: 16 Green Gate Ln. Baltimore, MD 21201

Email: isla@zmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0100	MS Office	\$299.99	1	pack
0298	Adobe Photoshop	\$20.99	1	pack
3504	Adobe Lightroom	\$20.99	1	pack
0746	Adobe Premiere Pro	\$20.99	1	pack

39. Event Inventory Sample

Events management is a tough line of work, and it also involves inventory. If you're an event manager, part of your job is to make sure all the materials, equipment, and props are complete for the event. Our Event Inventory Sample can help you with that.

Stark Events

starkevents@zmail.com, 222 555 7777

Free Event Inventory

Date: March 15, 2025

Prepared by: Aliya Barry

Address: 16 Green Gate Ln. Baltimore, MD 21201

Email: aliya@zmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0100	Stage and Scenic Backdrops	\$114.99	10	units
0298	Buffer	\$90.99	1	units
3564	Chandeliers	\$20.99	5	units
8745	Lighting and special effects	\$20.99	20	units

40. Storage Inventory Sample

[Apple \(MAC\) Numbers](#) is all you need to edit our Storage Inventory Sample. It's basically multipurpose since you can use it to monitor your food storage, equipment, office supplies, and more.

Free Storage Inventory

Date: March 15, 2025

Prepared by: Sophia Stone

Address: 16 Green Gate Ln. Baltimore, MD 21201

Email: sophia@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0100	Lamb	12.99\$	2	pounds
0298	Salmon	10.50\$	1	pounds
3564	Pork	12.50\$	2	pounds
574b	Chicken	13.99\$	2	pounds

41. Donation Inventory Sample

Charity organizations receive tons of donations regularly, which is why we have our Donation Inventory Sample. It helps them track all the donations they receive and indicate their quantities. In addition, donors can also use this template to budget their donations.

Donation Inventory

Date: March 15, 2025

Prepared by: Linda Mathew

Address: 16 Green Gate Ln. Baltimore, MD 21201

Email: linda@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
545	Blankets	\$52.00	100	sets
254	Notebooks	\$12.00	100	pieces
466	Shoes	\$25.00	200	pairs
144	Socks	\$8.00	120	pairs

42. Lab Inventory Sample

Lab equipment and supplies are very delicate, which is why inventory is required to maintain their quality. So if you're a lab scientist or a medical technician, you might want to use our Lab Inventory Sample. Just open it in [Google Docs](#) and start customizing.

CalTech University
caltechuniv@gmail.com, 222 555 7777

Lab Inventory

Date: March 15, 2025

Prepared by: Lydia Lane
Address: 16 Green Gate Ln. Baltimore, MD 21201
Email: lydia@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
0100	Electrostatic Lab	\$500	2	units
0298	Optics Bench	\$500	2	units
3564	Divergence of LASER	\$500	2	units
8746	Inverse Square Law Demonstrator	\$500	2	units

43. Daycare Inventory Sample

Daycare teachers must make sure that supplies of every day's activities are enough for the children. So if you're a daycare teacher, we offer you our Daycare Inventory Sample. With its help, crayons, papers, pencils, and other school supplies will never run out.

Rainbow Daycare
rainbowdaycare@mail.com, 222 555 7777

Daycare Inventory

Date: March 15, 2025

Prepared by: John Parker
Address: 16 Willow Ln. Baltimore, MD 21201
Email: john@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
2354	Crayons	\$2.00	100	boxes
3522	Toys	\$8.00	200	sets
6422	Pencils	\$2.00	200	sets
3135	Blankets	\$8.00	100	pieces

44. IT Inventory Sample

Our IT Inventory Sample is customizable in [Google Sheets](#). Its table has a list of a few computer accessories and their prices. This would be a welcome addition to your set of tools if you own a gadget store business.

Frago Systems

fragosystems@mail.com, 222 555 7777

IT Inventory

Date: March 15, 2025

Prepared by: Sarah Lee

Address: 16 Green Gate Ln. Baltimore, MD 21201

Email: sarah@gmail.com

SKU	ITEM	UNIT PRICE	QUANTITY
454	Laptops	\$1200.00	600
234	Keyboards	\$100.00	500
545	Mouse	\$62.00	650
135	Chairs	\$95.00	680

45. Medicine Inventory Sample

Pharmacy business owners will have great use of our Medicine Inventory Sample. It helps them document the number of their supplies and ensure shelves are full or at least not empty.

Hondo's Pharmacy
hondospharmacy@mail.com, 222 555 7777

Medicine Inventory

Date: September 12, 2022

Prepared by: Harris Ford
Address: 978 South Riverside Rd. Staten Island, NY 10303
Email: harrisford@mail.com

SKU	ITEM	UNIT PRICE	QUANTITY	UNITS
00124	Krimanol 50	\$14.00	54	packets
00129	Jessatca 200	\$45.00	45	packets
00154	Grilo Ointment	\$12.00	33	tubes

46. Waste Inventory Sheet Example

We got this waste inventory sheet example from the Wisconsin DNR. As you can see, it's packed with a lot of details for each item. It's a great example of an elaborate and informative inventory document.

Waste Inventory Sheets – Recurring Materials

Waste Material	On Site Information					Off Site Information		Waste Type	Comments
	Monthly Quantity	Process / Activity	Dept / Area	Waste Storage Location	MSDS	Transport	Disposition		
Example: Lead acid vehicle batteries	Approx. 50 batteries	Delivery trucks	Fleet Services	Inside, Fleet Services. Place batteries right side up on a pallet. Do not stack batteries or pallets.	Yes	Wetco Waste Transport. Call for pick up when 1 pallet a full of batteries.	Not sure – check with Wetco.	_ sold X hazardous	Lead acid batteries are exempt from hazardous waste rules if properly recycled. Are batteries being properly maintained for full life? Are other types of batteries available?
Example: Fluorescent lamps	Approx. 50 per year	General lighting fixtures	Through-out building	Inside, Maintenance Shop. Place lamps into emptied new lamp package marked "used".	No – ask supplier	Ideal Electric. Used lamps returned when box is full & new lamps are delivered.	Not sure – check with Ideal.	_ sold X hazardous	Fluorescent lamps are exempt from hazardous waste rules if properly recycled. 1 lamp contains enough mercury to contaminate a small lake – wow!
Example: Wood chips	Approx. 1/2 tons per year	Tree trimming	Yard areas	Outside, Shipping. Place chips in pile – away from drainage ditch & buildings. Prevent fire (spontaneous combustion) by keeping piles small.	No – not needed	Wetco Waste Transport. Call for roll-off box delivery when pile gets too big.	Employees & public can pick-up. City park for trail project 2002. Also to City compost site.	X sold _ hazardous	Wis. Adm. Code allows unpainted & untreated wood chips to be used for landscaping & trails. Try to eliminate all transportation costs.
								_ sold _ hazardous	
								_ sold _ hazardous	

49. Inventory Management Audit Example

This inventory management audit report sample is a draft shared by AustinTexas.gov. Below is its cover page, but if you click download, you can access all of its pages. You can learn a lot from it and you can use it as your guide.

City of Austin



A Report to the Austin City Council

Mayor
Steve Adler

Mayor Pro Tem
Kathie Tero

Council Members
Ora Houston
Della Garcia
Sabino Restrepo
Gregorio Casar
Ann Eitzinger
Don Zimmerman
Leslie Pool
Ellen Tronstad
Shari Gallo

Office of the City Auditor

City Auditor
Cora Stokes
CIA, CGAP, CFE

Deputy City Auditor
Jaxon Hadavi
CPA, CFF

AUDIT REPORT

Austin Water Central Stores Inventory Management Audit

June 2016



REPORT SUMMARY

Austin Water has established procedures to guide staff to track and safeguard inventory. Austin Water also reconciles book inventory records and actual quantity using cycle counts. However, the current practices at Austin Water do not fully ensure that its inventory records are accurate and inventory is safeguarded. As a result, adequate inventory may not be available to meet the needs of customers and resources may not be used as effectively as possible.

2. The Date

It's crucial to indicate the date when the inventory was made. The date makes the document valid and is useful for record-keeping purposes.

3. The Name of the Person Who Prepared The Inventory

The document should indicate who prepared and conducted the inventory. Its purpose is for better clarity on who's responsible and who to approach for concerns regarding the inventory.

4. The List of Items and Their Description, Quality, Quantity, or Price

The heart of every inventory document is the list of items and their attributes. The best way to enumerate them is by using a table. Most inventory documents have tables or charts that break down info about the items and goods.

5. Additional Notes

Additional notes aren't strictly required but they're necessary at times. At the end of the document, you can add important notes or reminders about the inventory. This makes the document more informative.

FAQs

What are the different types of inventory?

These are the types of inventory:

- Packing materials
- Maintenance, repair, and operating (MRO) goods
- Raw materials/components
- Finished goods
- Safety stock
- Transit inventory
- Book inventory

- Service inventory
- Cycle inventory
- Excess inventory

How should I handle inventory?

Here are some useful tips to handle inventory:

- Adopt the First In, First Out (FIFO) approach.
- Audit your stock regularly.
- Monitor stock levels consistently.
- Determine low-turn stock.
- Minimize repair times for equipment.
- Use inventory management tools and documents.

How often should I do inventory?

It depends on your company's needs and the nature of your business and goods. Some organizations do inventory daily, some weekly, and some monthly.

What are the ways to control inventory costs?

Here are some ways you can control inventory costs:

- Refrain from overstocking.
- Reduce supplier lead time.
- Set the best minimum order quantities.
- Eradicate deadstock.

What apps can I use to create inventory documents?

These apps are great for creating inventory documents and sheets:

- MS Word
- MS Excel
- Apple Pages
- Apple Numbers
- Google Docs
- Google Sheets
- Adobe PDF