



## Daily Inventory Report Template

<table border="1"><tr><td>Store/Department</td><td></td></tr><tr><td>Address</td><td></td></tr><tr><td>Store/Department manager</td><td></td></tr><tr><td>Date</td><td></td></tr><tr><td>Report No.</td><td></td></tr></table>	Store/Department		Address		Store/Department manager		Date		Report No.		<div>Company Logo</div>
Store/Department											
Address											
Store/Department manager											
Date											
Report No.											

No.	Product name/Code	Category	Manufacturer/Supplier	Quantity in stock	Quantity received	Quantity distributed

Products/items to reorder	Quantity	Date

Notes:

Signature: \_\_\_\_\_

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