

Paper Stock Inventory

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Identify the stock

Paper name

Size

Packaging description

Known intended use

Paper Stock Inventory

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Date / reference: _____

Count what remains

Open pack count

Closed packs

Loose sheets

Date counted

Paper Stock Inventory

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Locate the material

Storage shelf

Folder or wrapper

Separate offcuts

Original label location

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Connect the task

Project needing paper

Required sheet count

Specification to verify

Next stock action