

## FRONT DESK INVENTORY

Item	Current stock	We need this amount to get through the month	Order this quantity
Pens	Boxes	Pens	Boxes
Printer Paper	Reams	Reams	Reams
Sharpies	Sharpies	Sharpies	Sharpies
Highlighter	Highlighter	Highlighter	Highlighter
Tape	Rolls	Rolls	Rolls
Shipping Tape	Rolls	Rolls	Rolls
Post-it Notes	Pads	Pads	Pads
Call Activity Log Book	Book	Book	Book
Folders	Folders	Folders	Folders
Address Labels	Labels	Labels	Labels
Window Envelopes	Envelopes	Envelopes	Envelopes
Letterhead Envelopes	Envelopes	Envelopes	Envelopes
Scissors	Pair	Pair	Pair
Ink/Toner Cartridge (Specify item number and color)	Cartridge	Cartridge	Cartridge
Postcard Stamps	Stamps	Stamps	Stamps
First Class Stamps	Stamps	Stamps	Stamps
Paper Clips	Boxes	Boxes	Boxes
Batteries	Batteries	Batteries	Batteries
Staples	Boxes	Boxes	Boxes