

# Daily Inventory Report Form

Use this **daily inventory report form** sample to efficiently track and manage restaurant supplies, ensuring optimal stock levels. The form helps streamline ordering and reduces waste by providing accurate daily inventory data. Simplify your restaurant's inventory process with this easy-to-use template.

## Restaurant Information

Restaurant Name:		Date:	
Manager:		Prepared By:	

## Daily Inventory Table

Item Name	Unit	Beginning Inventory	Quantity Used	Received	Ending Inventory	Notes
Example: Chicken Breast	kg	15	5	10	20	

## Signatures

Manager Signature:		Date:	
Inventory Staff Signature:		Date:	

**Notes:**

- Please record the inventory at the same time daily for accuracy.
- Use separate forms for perishable and non-perishable items if needed.
- Review inventory regularly to adjust order quantities and prevent shortages or overstock.