

Inventory Control Record Form Sample

Efficient **inventory control** is essential for small businesses to track stock levels and manage supplies accurately. This sample inventory control record form provides a clear and organized way to document product quantities, movement, and reorder points. Using this form helps streamline operations and prevent stockouts or overstocking.

Date	Item Name / Description	SKU / Product Code	Beginning Inventory	Quantity Received	Quantity Sold/Used	Ending Inventory
	e.g., Printer Paper A4	e.g., PP-A4-100				

Instructions: Record each product's movement daily or upon any inventory transaction. Update ending inventory and compare to reorder point to ensure timely restocking.