

Office Paper Products Inventory Sheet

Track paper types, printer compatibility, and reorder points.

Paper inventory

Paper type	Size	Weight	Printer	On hand	Reorder at
	Letter				
	Letter				
	Letter				
	Letter				
	Letter				
	Letter				
	Letter				
	Letter				
	Letter				
	Letter				

Print job planning

Job	Pages	Copies	Paper needed	Done
				[]
				[]
				[]
				[]
				[]