[Company name]

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Reorder Register

Reordering before stock runs out: items below minimum, order dates, suppliers, and delivery status.

Document	Reorder Register
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**

Register owner	**[Register owner]**
Register period	**[Register period]**

Reorder register

Item	Unit	Current stock	Minimum level	Below minimum?	Order date	Supplier	Quantity ordered	Expected delivery	Order reference	Delivered on	Quantity received	Condition

[Company name]

Item	Unit	Current stock	Minimum level	Below minimum?	Order date	Supplier	Quantity ordered	Expected delivery	Order reference	Delivered on	Quantity received	Condition

Completion checklist

Done	Check
☐	Every item has a current stock level and a minimum level.
☐	Items below minimum have an order date, supplier, and expected delivery.

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Done	Check
	Deliveries are checked against the order and the register is updated on arrival.