Ashford Business Services Ltd

Reorder Register

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

Document	Reorder Register
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0 (redesign)
Date	**9 November 2026**
Review date	**9 November 2026**

Register owner	**Register owner**
Register period	**November 2026**

Reorder register

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

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