

Consumables count sheet

A dated shelf count for purchasing conversations, not automatic reorder advice.

Count date / counted by / storage area / units used

Part number / description	Unit	On hand	On order	Notes / shelf

Discrepancies / damaged or unidentified items / follow-up owner

Count the same unit consistently: pieces, packs, spools, or another clearly stated unit.
Keep on-hand and on-order quantities separate. Confirm pack size before ordering.
Do not infer compatibility from appearance or substitute unidentified items.