

Inventory & Reorder Point Worksheet

When to reorder stock or supplies before you run out, based on actual usage rate, not guesswork.

For Each Item

ITEM	AVG. DAILY USAGE	LEAD TIME (DAYS)	SAFETY STOCK	REORDER POINT

The Math

Reorder point = (average daily usage × lead time) + safety stock. Safety stock is a buffer for the unexpected: a late delivery, a busier-than-usual week.

Questions To Work Through

1. Which items would actually hurt the business if you ran out; those need the most buffer
2. Which suppliers are unreliable enough that lead time should be padded further
3. Are you carrying excess inventory on anything just because reordering was never intentional

Simple Tracking

- ☐ Reorder points set for every critical item, not just the ones that ran out recently
- ☐ Someone owns checking stock levels on a regular cadence
- ☐ Reorder points revisited when usage patterns change