FORMS INVENTORY CHECKLIST

	FORM #	QUANTITY ON HAND	QUANTITY USED IN 3 MOS.	REORDER DATE	REORDER QUANTITY
CREDIT APPLICATION					
COMPUTER PAPER					
EMPLOYMENT APPLICATION					
FAX MEMOS					
FILE CHECKOUT LOG					
FILE INVENTORY					
INVOICE					
MEMO					
MESSAGE/REPLY					
ORDER FORMS					
PURCHASE ORDER					
RECORDS INVENTORY					
RECORDS TRANSFER FORM					
ROUTING SLIP					
SALES CALL RECORD					
SALES ORDER					
STATEMENT					
TIME CARDS					
VIDEO TAPE (BLANK)					
WORK ORDER					
TELEPHONE MESSAGE					
OTHERS (LIST)					

THIS FORM COMPLETED BY: _____ DATE: _____