

Linen and Laundry Inventory Tracking Form

Date

Location / Department

Enter location or department

Staff Name

Enter staff name

Linen/Laundry Inventory

Item Description	Item Code	Unit	Opening Stock	Items Received	Items Issued	
<div>e.g. Bath Towel</div>	<div></div>	<div>e.g. pcs</div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Type any relevant remarks

Additional Notes