

23-07-2025



ORION
INNOVATIONS

Inventory Tracking Sheet

Prepared for Orion Innovations

- **Inventory Management Team**

Inventory Tracking sheet - Orion Innovations

As of July 23, 2025



Table 1: Inventory Overview

Item ID	Product Name	Quantity in Stock	Unit Price	Restock Needed
P001	Ballpoint Pen	25	10.00	No
P002	Notebook (A4)	6	45.00	Yes
P003	Pencil (HB)	40	5.00	No
P004	Eraser	20	4.00	No
P005	Sharpener	12	6.50	No
P006	Glue Stick	33	20.00	No
P007	Whiteboard Marker	15	25.00	No
P008	Stapler	7	55.00	Yes
P009	Highlighter (Set)	18	80.00	No
P010	Ruler (30 cm)	25	12.00	No
P011	Binder Clips (Set)	14	18.00	No
P012	Sticky Notes	6	30.00	Yes
P013	Scissors	19	50.00	No
P014	Correction Pen	20	22.00	No
P015	File Folder	4	35.00	Yes
P016	Drawing Book	11	60.00	No
P017	Marker Pen (Black)	27	15.00	No
P018	Tape Dispenser	7	40.00	Yes
P019	Paper Clips (100)	10	10.00	No
P020	Chart Paper Pack	40	100.00	No
Total Inventory Value		359	N/A	₹ 6,881.00

Notes:

- Urgent Restock P002, P008, P012, P015 by 28 July 2025.
- P018 supplier contacted; delivery expected 29 July 2025.