Hotel Name: _____

PAR	2.5

MONTHLY LINEN INVENTORY

MONTH: _____ Signature: _____

	B on hand last invent	C In(out)	D B+C	E in use guest rm	F work in laundry	G Gold Room	H Ttl Invt. E+F+G	I cost per unit	J $ Present H * I	K #Usage D-H	L $Usage I*K	M Discards	N Must have E*F1	O Order N-H
Reg & q. Sheets														
Reg & q. Sheets/fit														
King Sheets														
King Sheets/fit														
Pillow Reg/Queen														
Pillow King														
Pillow Case Reg														
Pillow Case King														
Hand Towels														
Bath Towels														
Bath Mats														
Wash Clothes														
Blankets Reg														
Blankets King														
Reg & q. Bed Spread														
King Bed Spread														
Shower Curtain 1														
Shower Cover														
Bed Pad Reg														
Bed Pad King														
pool towels														
total units														
total dollars														