

SAMPLE & EXHIBITION INVENTORY LEDGER

Demo, Display, and Promotional Stock Tracking Sheet

EVENT / VENUE:
DATE OF ISSUE:
RESPONSIBLE PERSON:
EXPECTED RETURN DATE:
DEPARTMENT / COST CENTER:
REFERENCE NO:

NO.	SKU / ITEM CODE	ITEM DESCRIPTION / SERIAL NUMBER	QTY OUT	EST. UNIT VALUE	CONDITION OUT	QTY RET.	CONDITION RETURN	CURRENT STATUS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Prepared By (Custodian)
Signature & Date

Authorized Release By
Signature & Date

Received & Verified By (Returns)
Signature & Date