

KNOW WHAT IS THERE WITHOUT OPENING THE DOOR

Pantry Inventory Template

An inventory earns its keep the first time it stops a duplicate purchase. Fast entry matters more than completeness.

WHAT TO CAPTURE

- Item, named the same way every time
- Quantity now
- Reorder level, the number that triggers buying
- Usual store or link

SET UP WITHOUT LOSING A WEEKEND

- One shelf at a time, ninety minutes maximum
- Photograph the shelf before you start
- Enter as you empty and refill
- Stop when the shelf is done, not when you are tired

PAPER OR DIGITAL

- Paper works if it hangs on the door
- Digital works if entry takes under five seconds
- Whichever you will actually update at the moment of use
- A perfect system nobody updates is worse than a rough one people do

YOUR REORDER LEVELS

Name the five things you never want to run out of, and the number that triggers buying.

We build these systems for you.

Most people know which area is weakest. What they lack is the two uninterrupted weeks it takes to fix it. That is the part we do: we build it, document it in English and Spanish, train the people who use it, and stay on to adjust it.

Book a consultation at sortandplace.com