Stock reorder point worksheet

Know when stock may run out before a supplier delivers.

Three steps

1. Estimate average usage
2. Confirm lead time
3. Choose a safety stock level

A worked example

Product	Labels
Daily usage	10
Lead days	7
Safety stock	20
Reorder point	90

10 times 7 plus 20 means reorder at 90.

Demand and lead times can change.

Stock reorder point worksheet

Use one row per item or decision. Start with what you know.

Product	Daily usage	Lead days	Safety stock	Reorder point

My next action / when