



Print Shop Paper & Ink Stock Management Checklist 2026

Paper Stock Audit

Verify current quantities, GSM, dimensions, and finishes for all paper types, including coated, matte, and specialty stocks.

Paper Type & Weight (GSM)

Current Quantity on Hand

Paper Finish Type

- ☐ Gloss
- ☐ Matte
- ☐ Satin
- ☐ Uncoated
- ☐ Linen

Last Audit Date

Enter date...

Stock Condition Photo

 Upload File

Auditor Verification

Ink & Toner Inventory Verification

Check remaining levels, remaining life percentages, and color consistency for CMYK and specialty spot colors (Pantone).

Verification Date

Enter date...

Ink Type

- ☐ CMYK
- ☐ Pantone/Spot Color
- ☐ White Ink
- ☐ Clear Coat/Varnish

Current Quantity (Units/Liters)

Enter a number...

Estimated Remaining Volume (%)

Enter a number...

Batch or Lot Number

Write something...

Observed Issues

- ☐ No Issues
- ☐ Dried/Clumped
- ☐ Leaking Container
- ☐ Expired
- ☐ Low Level

Inventory Auditor Signature

Consumables & Substrates Check

Audit availability of films, laminates, adhesives, and mounting boards to ensure production continuity.

Substrate Types in Stock

- ☐ Laminating Film
- ☐ Vinyl Rolls
- ☐ Adhesive Backing
- ☐ UV Coating
- ☐ Cleaning Solvents

Estimated Quantity Remaining

Enter a number...

Batch or Lot Number

Write something...

Expiry or Use-By Date

Enter date...

Photo of Material Condition

 Upload File

Storage Location

- ☐ Aisle A - Dry Storage
- ☐ Aisle B - Temperature Controlled
- ☐ Aisle C - Hazardous/Flammable

Condition & Damage Inspection

Inspect all stored media for moisture damage, edge fraying, creasing, or degradation caused by improper storage.

Identified Damage Types

- ☐ Moisture/Water Damage
- ☐ Edge Fraying/Tearing
- ☐ Creasing or Folding
- ☐ Color Fading
- ☐ Surface Scratches
- ☐ Packaging Breach

Detailed Damage Description

Write something...

Damage Evidence Photos

 Upload File

Damage Severity Level

- ☐ Low - Minor cosmetic issue
- ☐ Medium - Functional impact possible
- ☐ High - Unusable/Scrap

Quantity of Damaged Units

Enter a number...

Reorder Point & Restock Analysis

Compare current stock levels against established minimum thresholds and identify items requiring immediate procurement.

Item Category

☐ Paper Stock

☐ Ink & Toner

☐ Substrates & Films

☐ Adhesives & Chemicals

Current Stock Level

Enter a number...

Minimum Reorder Threshold

Enter a number...

Identified Shortages

Write something...

Planned Reorder Date

Enter date...

Inventory Manager Approval

Supplier & Batch Tracking

Record batch numbers, manufacturer dates, and vendor details to ensure traceability and quality control.

Supplier Name

Write something...

Batch/Lot Number

Write something...

Date of Delivery

Enter date...

Supplier Priority Level

- ☐ Critical
- ☐ Standard
- ☐ Secondary

Delivery Note/Invoice Attachment

 Upload File

Inventory Clerk Verification

Storage Environment Compliance

Ensure humidity and temperature levels in the warehouse are within optimal ranges for paper and ink stability.

Inspection Date

Enter date...

Ambient Temperature (°C/°F)

Enter a number...

Relative Humidity Percentage (%)

Enter a number...

Storage Area Status

- ☐ Optimal
- ☐ Warning: Deviating from Standards
- ☐ Critical: Requires Immediate Action

Environmental Observations & Notes

Write something...

Warehouse Supervisor Verification

Waste & Scrap Reconciliation

Document any unusable stock, expired ink, or damaged paper sheets removed from the inventory to reconcile totals.

Date of Reconciliation

Enter date...

Waste Reason Code

Write something...

Quantity Scrapped (Units/Sheets)

Enter a number...

Detailed Damage Description

Write something...

Photo Evidence of Damage



Upload File

Supervisor Approval

< Previous

> Next

🏁 Finish

🔧 Generate Sample Report