

# Hotel Supplies Inventory Checklist

**Don't get caught unprepared.** Use this checklist to review your inventory and stay ahead of reorders. With varying lead times for each custom item, planning ahead ensures every department is ready to welcome guests.

## FRONT DESK

- Magnetic Key Cards: 2.5 weeks
- RFID Key Cards: 3.5 weeks
- Staff Key Cards: 3.5 weeks
- Pool Towel Cards: 2.5 weeks
- Event/Conference Room Notepads: 3 weeks
- Business Cards: 1 week
- key Sleeves and Folders: 2 weeks



## HOUSEKEEPING

- In-Room Notepads: 3 weeks
- Laundry Bills: 2 weeks
- Laundry Bags: 4 weeks
- In-Room Pens: 2 weeks
- VIP / Penthouse Pens: 2 weeks
- Do not Disturb Signs: 2 weeks
- Pet In-Room Signs: 2 weeks
- Housekeeping In-Room Signs: 2 weeks
- No-Smoking Signs: 2 weeks
- Water Conservation Signs: 2 weeks
- Updated Housekeeping Policy Signs: 2 weeks
- No Hangers on Fire Sprinklers Signs: 2 weeks



## CONCIERGE

- Luggage Tags: 2 weeks
- Parking Tags: 2 weeks
- Valet Tags: 2 weeks



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## MAINTENANCE

- Maintenance In-Room Signs: 2 weeks
- Key Fobs: 3 weeks
- Magnetic Key Card Cleaners: 1 week



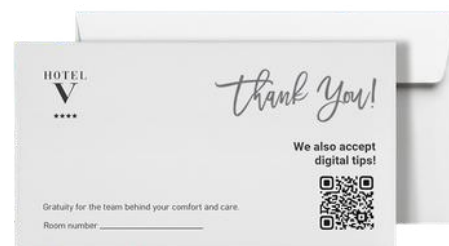
## FOOD AND BEVERAGE

- Meal or Drink Coupons: 1 week
- Wine and / or Beer Openers : 2 weeks
- Wine Glasses: 2 weeks
- Coasters: 2.5 weeks
- Insulated Cups: 2 weeks
- Plastic Cups: 2 weeks



## MISCELLANEOUS

- Business Envelopes with or without windows: 2 weeks
- Letterhead: 2 weeks
- Greeting Cards: 1 week
- Envelopes for Greeting Cards: 1 week
- Post Cards: 1 week
- Rack Cards: 1 week
- Comment Cards: 1 week
- Compliment Cards: 1 week
- Sales Kit / Event Planning Folders: 2 week



*Please note: lead times are estimates and may vary depending on project details. They do not include shipping or artwork design and approval.*



**Contact us to  
consolidate your order**

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## LOOKING FOR A FAST AND COST-EFFECTIVE SOLUTION?

Generic options are ideal for keeping your hotel stocked and ready at all times.



- ✓ **Cost-effective:** No customization means lower costs!
- ✓ **Ready to ship:** Skip artwork delays and receive your items faster.
- ✓ **Timeless designs:** Neutral styles that stay relevant and can be stocked for longer periods.
- ✓ **Perfect for backup stock:** Stay prepared for unexpected demand or last-minute needs.

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