A PRACTICAL STOCKROOM WORKBOOK FOR MAKERS

Handmade Inventory Tracker

Know what's on hand.

Make the next batch count.



A CLEAR INVENTORY ROUTINE

A calm, repeatable system for recording materials, finished products and restock needs - then deciding what to make next.

01 **COUNT**
Materials, work in progress and finished goods

02 **VALUE**
Record costs separately from retail prices

03 **REORDER**
Plan supplies and production ahead

BUSINESS / STUDIO

REVIEW MONTH / YEAR

WELCOME / HOW TO USE

Keep the stockroom visible.



Count reliably, value what is on hand, review shortages and plan your next batch without guessing.

THE FOUR-STEP INVENTORY ROUTINE

01
COUNT
Raw materials, work in progress and completed products

02
VALUE
Use a documented cost basis, not retail price

03
REORDER
Check actual lead times and minimum orders

04
PLAN
Use past demand to choose dates and quantities

GATHER THESE BEFORE STARTING

- [ ] Your preferred count date
- [ ] Recent supplier receipts
- [ ] One list of product SKUs
- [ ] Updated unit costs and quantities
- [ ] Sales and stock adjustment records
- [ ] Supplier reorder and lead-time notes

KEEP INVENTORY COST DISTINCT FROM RETAIL VALUE

Inventory at cost represents recorded amounts tied up in goods. Potential retail revenue is a different figure. Use the same units and cost method from month to month.

PRINT AND COMPLETE

Shaded rows are teaching examples; white writing spaces are yours. Print extra copies of pages 5-11 as needed. This is a printable workbook, not an automatically calculating spreadsheet.

CONTENTS / EIGHT FUNCTIONAL TRACKERS

One thoughtful inventory system.

Use the eight sections in order, then repeat the count and planning routine each month.

01 Inventory Dashboard 04
A big-picture stockroom snapshot

02 Raw Materials Tracker 05
Supplies and quantities at recorded cost

03 Supply Reorder Tracker 06
Suppliers and replenishment action

04 Finished Product Inventory 07
Made, sold, on hand and retail value

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Raw, unfinished and finished at cost

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Unit sellers, revenue leaders and margins

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Closing cost value, loss and sell-through

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Forecasts, order deadlines and making dates

FORMULA REFERENCE AND REVIEW ROUTINE - PAGE 12

Print additional tracker sheets when you need more lines.

01 / INVENTORY DASHBOARD

See your stockroom clearly.

Transfer verified totals from the individual trackers. The example below uses recorded cost value, not selling-price value.

CANDLE STUDIO / ILLUSTRATIVE COST-BASED SNAPSHOT

$1,560

TOTAL RECORDED INVENTORY COST VALUE

Raw supplies + work in progress + finished goods

RAW MATERIALS	WORK IN PROGRESS	FINISHED GOODS AT COST
$460	$120	$980

FOUR THINGS WORTH NOTICING

153	Finished units on hand	4	Finished product SKUs
150	Wax melts / unit sales leader	$1,404	Lavender candle revenue leader

YOUR MONTHLY DASHBOARD

CATEGORY	QUANTITY / STATUS	RECORDED COST $
Raw materials		
Work in progress		
Finished goods		
Total inventory cost		

02 / RAW MATERIALS TRACKER

Count what you have.
Know what it costs.



Record stock in a consistent unit. Materials on hand x cost per unit gives materials cost value, not a retail sales value.

COUNT DATE _____ **UNIT / CURRENCY** _____

CANDLE STUDIO / ILLUSTRATIVE MATERIALS COUNT

MATERIAL	UNIT	ON HAND	UNIT COST	VALUE	REORDER AT
Soy wax	lb	40	$3.20	$128.00	15
Fragrance oil	oz	60	$1.10	$66.00	20
Cotton wicks	ea	300	$0.08	$24.00	100
Glass jars (8 oz)	ea	120	$1.40	$168.00	50
Labels	ea	250	$0.12	$30.00	100
Gift boxes	ea	80	$0.55	$44.00	40

TOTAL RAW MATERIALS COST VALUE **$460.00**

YOUR RAW MATERIAL COUNTS / PRINT MORE COPIES AS NEEDED

MATERIAL	UNIT	ON HAND	UNIT COST	VALUE	REORDER AT

Cost value uses matching quantity and unit-cost units; count each material once.

03 / SUPPLY REORDER + NEXT ACTIONS

Reorder with *time to spare.*



A reorder point is a signal, not a purchase guarantee. Compare what is on hand with lead time, near-term production and budget.

LATER-COUNT EXAMPLE / THREE SUPPLIES BELOW REORDER POINT

These counts follow a later inventory check, not the earlier raw-material snapshot.

WHAT NEEDS ATTENTION TODAY?

MATERIAL / SUPPLIER	ON HAND	REORDER AT	ORDER QTY	STATUS
Cotton wicks / WickCo	90 ea	100 ea	400 ea	Ordered
Soy wax / WaxSupply	12 lb	15 lb	50 lb	To order
Gift boxes / BoxMart	38 ea	40 ea	100 ea	To order

YOUR NEXT RESTOCK PLAN

MATERIAL / SUPPLIER	QUANTITY	ORDER BY	STATUS / NOTE

BEFORE I PLACE THE ORDER

- ☐ Confirm supplier lead time and minimum order
- ☐ Check actual cash budget and stock needed

Example reorder point: weekly usage x lead-time weeks + chosen safety stock.

04 / FINISHED PRODUCT INVENTORY

What is ready to sell?



Track each variation or SKU separately. Retail value shows potential sales at listed prices; it is not the same as inventory cost value.

CANDLE STUDIO / ILLUSTRATED STOCK QUANTITIES

PRODUCT	MADE	SOLD	ON HAND	PRICE	RETAIL $
Lavender candle (8 oz)	120	78	42	$18	$756
Vanilla candle (8 oz)	90	65	25	$18	$450
Wax melts	200	150	50	$6	$300
Soap bar	80	44	36	$8	$288
ALL PRODUCTS	**490**	**337**	**153**		**$1,794**

Same-period example assumes no opening stock or adjustments. Otherwise: on hand = opening + made - sold - other outflows.

YOUR FINISHED PRODUCT COUNTS

PRODUCT	MADE	SOLD	ON HAND	PRICE	RETAIL $

RETAIL VALUE IS NOT STOCK COST VALUE
Use page 8 to value finished goods at documented cost.

05 / INVENTORY VALUATION

Know the recorded cost value.

Value the three inventory stages on one documented, consistent cost basis. Do not mix retail selling prices into this total.

CANDLE STUDIO / EXAMPLE COST VALUATION

INVENTORY LAYER	COST BASIS / DESCRIPTION	VALUE
Raw materials	Units x recorded unit cost	$460
Work in progress	Documented unfinished production costs	$120
Finished goods at cost	Recorded cost in finished units	$980

TOTAL INVENTORY AT RECORDED COST $1,560

DO NOT ADD RETAIL VALUE TO INVENTORY COST

Page 7 estimates finished-goods retail value at $1,794, but their recorded cost is $980 here. These describe different measures and must not be summed.

YOUR INVENTORY VALUATION RECORD

INVENTORY LAYER	COST BASIS / DESCRIPTION	VALUE
Raw materials on hand		
Work in progress		
Finished goods at cost		
Total at recorded cost		

For financial reporting and tax purposes, labor or other inventory cost treatment depends on the accounting method and circumstances.

06 / BEST-SELLING PRODUCTS

Know what earns its space.

A top unit seller need not be the leading revenue earner. Compare the same sales period, and document the basis for margins.

TWO USEFUL COMPARISONS

150 wax melts	$1,404 lavender sales
MOST UNITS SOLD	MOST REVENUE

CANDLE STUDIO / SALES RESULTS

RANK	PRODUCT	UNITS	REVENUE	MARGIN*
1	Wax melts	150	$900	55%
2	Lavender candle	78	$1,404	58%
3	Vanilla candle	65	$1,170	57%
4	Soap bar	44	$352	50%

*The archived margins are illustrative seller-recorded estimates. Underlying per-product cost details were not provided, so these margins cannot be independently recalculated from this table.

YOUR BEST SELLERS / SAME-PERIOD RECORD

RANK	PRODUCT	UNITS	REVENUE	MARGIN*

WHAT PRODUCT SHOULD I RESTOCK OR TEST NEXT? _____

07 / MONTHLY INVENTORY REVIEW

Close the month with clarity.

Reconcile external additions, the cost of goods sold and any write-offs. Transfers between raw, unfinished and finished inventory are not new costs.

ILLUSTRATIVE MONTH / COST-VALUE ROLL-FORWARD

MEASURE	EXAMPLE	YOUR MONTH
Opening inventory cost value	$1,420	
Net costs added from outside	$640	
Less cost of units sold	-$500	
Less breakage / write-offs	$0	
Closing inventory cost value	$1,560	

SELL-THROUGH / MATCH THE SAME PERIOD AND UNITS

337 units sold / 490 available units = 68.8%, if those 490 were the complete available units for the period. Use actual beginning stock, additions and adjustments in your own denominator.

REFLECT ON THE COUNT

SLOW-MOVING STOCK AND WHY

SHRINKAGE, DAMAGE OR SAMPLES

ONE ADJUSTMENT FOR NEXT MONTH

Document other adjustments if the roll-forward needs them.

08 / INVENTORY PLANNING WORKSHEET

Plan what comes next.



Use realistic forecasts, consistent material units and supplier lead times. Work backward from when each product must be ready.

CANDLE STUDIO / NOVEMBER SELLING SEASON

PRODUCT / FORECAST	MATERIALS NEEDED	ORDER BY	MAKE BY
Lavender candle / 200	67 lb wax; 200 jars; 200 wicks	Oct 15	Nov 10
Vanilla candle / 120	40 lb wax; 120 jars; 120 wicks	Oct 15	Nov 15
Gift sets / 60	60 boxes, ribbon, inserts	Oct 20	Nov 20

These are different make-by dates within a November sales period. Build in production, curing and supplier lead-time buffers.

YOUR PRODUCTION AND SUPPLY PLAN

PRODUCT / FORECAST	MATERIALS NEEDED	ORDER BY	MAKE BY

THE FIRST MATERIAL I WILL ORDER

QUICK REFERENCE / KEEP THE HABIT

Make the next count easier.



Use the same units, time period and valuation method each month. Bring the worksheets together before making production or buying decisions.

FORMULAS THAT KEEP YOUR RECORDS CONSISTENT

MATERIALS COST VALUE

On-hand quantity x recorded unit cost

FINISHED STOCK REMAINING

Opening units + made - sold - other outflows

FINISHED RETAIL VALUE

On-hand units x listed price (not profit)

INVENTORY AT COST

Raw + work in progress + finished at cost

SELL-THROUGH RATE

Units sold / units available x 100

REORDER POINT

Use through lead time + safety stock

CLOSING COST VALUE

Opening + net additions - COGS - losses +/- adjustments

UNIT GROSS MARGIN

(Unit selling price - direct unit cost) / price x 100

KEEP THE COST BASIS DEFENSIBLE

Inventory reporting can require different treatment of labor, write-offs, returns and timing. Keep invoices and count records; seek qualified guidance for financial or tax reporting.

MY NEXT MONTHLY INVENTORY COUNT DATE