# EZBakery Inventory Log Template

This template is designed to track ingredient and packaging inventory for EZBakery operations. Logs should be maintained regularly and kept for 1–2 years. Optional: maintain a digital backup.

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| Date | Item Name | Category (Ingredient/Packaging) | Quantity In | Quantity Out | Balance |
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Notes:
- Record each purchase and usage.
- Balance should always reflect current stock.
- Review weekly to avoid shortages.