



Aldervant

● Free Resource

Free Reorder Point Planner

Plan replenishment with a simple reorder point and safety stock worksheet.



Lead time
e.g. 7-14 days



Safety stock

Cushion for
unexpected demand



For small business owners

Better numbers. Better business decisions.

Know When to Reorder

A practical inventory planning worksheet for small retailers

When should you reorder?

A reorder point is a trigger to review or place an order, not the quantity you should purchase. It helps you plan for demand during replenishment lead time.

BASIC REORDER-POINT FORMULA

Reorder point = average daily demand x supplier lead time + safety stock.

Worked example: a steady-selling item

Average daily demand	8 units
Supplier lead time	7 days
Safety stock assumption	20 units
Calculated reorder point	$(8 \times 7) + 20 = 76$ units

Use inventory position, not just shelf stock

Inventory position = on-hand units + units already on order - backorders. Compare this position with the reorder point.

EXAMPLE DECISION

If on hand is 50, on order is 10, and backorders are 0, position is 60. At a reorder point of 76, review replenishment.

Demand spikes, minimum order sizes and supplier variability require additional judgment.

Inventory Planning Sheet

Printable, one-product reorder-point worksheet

Printable inventory planning sheet

Complete a separate copy for each high-priority SKU.

Product / SKU

Average units sold per day

Typical supplier lead time (days)

Safety stock you plan to hold (units)

Daily demand x lead time (units)

Reorder point (units)

Units currently on hand

Units on open purchase orders

Customer backorders (units)

Inventory position (units)

Next action / review date

REPLENISHMENT DECISION

If inventory position is at or below the reorder point, review quantity, supplier constraints and expected receipts.

Avoid Stockout Mistakes

A short monthly review checklist

Five reasons a reorder point goes wrong

- Using last week's sales when demand is seasonal or volatile.
- Ignoring supplier delays or inconsistent delivery times.
- Counting on-order inventory incorrectly or forgetting backorders.
- Treating reorder point as the purchase quantity.
- Using one safety-stock assumption for every product, regardless of risk.

What to review each month

Which SKUs stocked out before replenishment arrived?

Which SKUs have increased lead times or unusual demand?

Which SKUs hold excess cash without producing enough sales?

READY TO TRY YOUR NUMBERS?

Calculate a reorder trigger with Aldervant's free tool.

<https://aldervant.com/reorder-point-calculator>

Educational planning guide; adapt assumptions to your actual supplier and demand data.