

LINEN EXCHANGE INVENTORY REPORT	DATE (AS OF)	Report Control Symbol RCS:	OMB No. 0704-0188
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Public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, DIOR, 1215 Jefferson Davis Highway, Suite 1204, Arlington VA 20002-4302; and to OMB, Paperwork Reduction Project 0704-0188, Washington DC 20503 **Please DO NOT RETURN your form to either of these addresses. Send your completed form to HQ USAF/SVP, 1770 Air Force Pentagon, Washington DC 20330-1770.**

FROM:	TO:
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I.	INVENTORY DATA									
	SHEET	PILLOW	BLANKET	MATTRES S	MATTRES S	BED SPREA	PILLOW			
1. PREVIOUS INVENTORY BALANCE										
2. RECEIPTS SINCE LAST INVENTORY										
3. TURN-INS SINCE LAST INVENTORY										
4. PRESENT STOCK RECORD BALANCE (AF Form 2009-1)										
5. ACTUAL INVENTORY COUNT										
6. QUANTITY OVER(+) SHORT (-)										
7. PERCENT OVER OR SHORT										
8. PRICE										
9. DOLLAR VALUE OVER(+) SHORT (-)										

II.	QUANTITY LAUNDERED OR DRY CLEANED AND COST							
	1ST MONTH	2ND MONTH	3RD MONTH	4TH MONTH	5TH MONTH	6TH MONTH	TOTAL	
10. LINEN EXCHANGE ITEMS PROCESSED								
11. OTHER ITEMS PROCESSED								
12. TOTAL QUANTITY PROCESSED								
13. TOTAL DOLLAR COST								

III.	PERSONNEL DATA				
	MILITARY		CIVILIAN		TOTAL
14. AUTHORIZED (UDL)					
15. ASSIGNED					
NAME OF LINEN EXCHANGE MANAGER			GRADE		TELEPHONE

REMARKS

TYPED NAME AND GRADE OF CHIEF OF SERVICES	SIGNATURE	DATE
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