**Policy: Low Stock Notification & Inventory Count**

**Purpose**

To ensure inventory accuracy and proactively assist clients in maintaining stock levels. This process provides Business Development with up-to-date inventory insights before reordering is required.

**Process Overview**

**Business Development**

* When a client places an order that reduces stock below the threshold, a low inventory notification is triggered.
* Upon receiving the notification, **Production** conducts an inventory count.
* Once the count is confirmed via email, the assigned **Business Development Representative** contacts the client for restocking.

**Support**

* Items with low stock notifications are added to the **Daily Job Report** to ensure tracking and workflow visibility.

**Production**

* Within **two business days**, Production performs an inventory count.
* The count results are emailed in the same thread as the low stock notification.
* If the count does not match the system inventory, a second count is conducted by a different team member.
* If discrepancies persist, discuss with the **Operations Director** and **Workflow Systems Manager** for a resolution.

**Script:**

**Subject:** Low Stock Alert – Action Needed

Hi [Client Name],

I noticed your stock for **[Item Name]** is running low. Our latest count shows **[Quantity]** units remaining. Would you like me to process a restock order for you?

Let me know how you'd like to proceed!

Best,  
[Your Name]