GIFT INVENTORY

- Write the names of gift recipients in the order of when the gifts will be given.
- Include a brief description of each gift item as you purchase them.
- Begin with birthdays, starting with the earliest in the year, adding in holidays.
- Document the purchase date, and when the gift is given.

IF YOU GIVE A LOT OF GIFTS, USE A SEPARATE SHEET FOR EACH PERSON.

NAME	GIFT ITEM	OCCASION	PURCHASED	GIVEN