

Office Inventory Template
Designed by Spreadsheet Daddy

## [Company Name]

Prepared by	Date Prepared	Reviewed by	Date Reviewed	Notes							

		Item Details			Ownership & Location							Financial Informa	tion		Maintenance & Stat	us	
Item ID	Item Name	Category	Brand	Serial Number	Assigned To	Department	Date Acquired	Supplier	Contact Info	Lead Time	Purchase Price	Current Value	Warranty Information	Condition	Next Service Due	Service Provider	Notes
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