**Microsoft Word Computer and Software Inventory Template**

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| **Inventory** | **Company Logo** |

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| **Hardware / Software Description** | **Item Purchase Information** | **Item Documentation Information** | **Quantities** |
| Item Category | Item Name | Description | Edition | Creator | Category | Date Purchased | Department | Retailer | Cost | Type | Exp. Date | Serial Number | Purchased | Used | Remaining |
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| Prepared By: |  |  | Date: |  |
| Signature: |  |  | Contact Number: |  |

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