[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12172&utm_source=template-word&utm_medium=content&utm_campaign=Blank+Computer+and+Software+Inventory+Template-word-12172&lpa=Blank+Computer+and+Software+Inventory+Template+word+12172)**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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