**Microsoft Word Inventory
Checklist Template Example**

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| **Company Name:** | Artisan Furniture Co. |
| **Date:** | August 18, 20XX |

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| **Status** | **Inventory ID** | **Item Description** | **Area/Location** | **Condition** | **Quantity** | **Cost per Item** |
| **x** | INV-2001 | Oak Dining Table | Showroom, Section A | Excellent | 10 | $1,500 |
| **x** | INV-2002 | Leather Sofa Set | Warehouse, Section C | Good | 5 | $2,000 |
| **x** | INV-2003 | Walnut Coffee Table | Showroom, Section B | New | 15 | $600 |
| **x** | INV-2004 | Vintage Armchair | Storage Room, Rack 2 | Fair | 8 | $350 |
| **x** | INV-2005 | Mahogany Bed Frame | Warehouse, Section D | Excellent | 12 | $1,800 |
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| **Prepared By:** | Emily Johnson |  | **Signature:** |  |

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| **Company Name:** |  |
| **Date:** |  |

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| **Status** | **Inventory ID** | **Item Description** | **Area/Location** | **Condition** | **Quantity** | **Cost per Item** |
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| **Prepared By:** |  |  | **Signature:** |  |

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