**[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=Sample+Inventory+Checklist+Template-word-12172&lpa=Sample+Inventory+Checklist+Template+word+12172)Microsoft Word Inventory  
Checklist Template Example**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prepared By:** | Emily Johnson |  | **Signature:** |  |

**Microsoft Word Inventory Checklist Template**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Status** | **Inventory ID** | **Item Description** | **Area/Location** | **Condition** | **Quantity** | **Cost per Item** |
| **x** |  |  |  |  |  | $ |
|  |  |  |  |  |  | $ |
|  |  |  |  |  |  | $ |
|  |  |  |  |  |  | $ |
|  |  |  |  |  |  | $ |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prepared By:** |  |  | **Signature:** |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |