**[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+Simple+Inventory+List+Template-word-12172&lpa=Sample+Simple+Inventory+List+Template+word+12172)**

**Microsoft Word Simple Inventory List** **Template Example**

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| **Prepared By:** |  |  | **Email:** |  |
| **Date:** |  |  | **Phone:** |  |

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| **Item/Part Number** | **Description** | **Location** | **Quantity on Hand** | **Quantity Counted** |
| ITM-001 | HDMI Cable 6ft | Warehouse A, Shelf 3 | 50 | 48 |
| PRT-023 | Laptop Charger (Dell) | Office Supplies Room | 30 | 30 |
| ITM-045 | Wireless Mouse | Warehouse B, Bin 12 | 75 | 74 |
| PRT-067 | USB-C to USB-A Adapter | IT Closet, Drawer 2 | 100 | 98 |
| ITM-089 | Ethernet Cable 10ft | Warehouse A, Shelf 5 | 60 | 60 |
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**Microsoft Word Simple Inventory List** **Template**

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| **Prepared By:** |  |  | **Email:** |  |
| **Date:** |  |  | **Phone:** |  |

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| --- | --- | --- | --- | --- |
| **Item/Part Number** | **Description** | **Location** | **Quantity on Hand** | **Quantity Counted** |
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