**[A blue and white sign

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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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