**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12211&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Medical+Office+Equipment+Inventory+Template-word-12211&lpa=Basic+Medical+Office+Equipment+Inventory+Template+word+12211)**

**Basic Medical Office Equipment   
Inventory Template**

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| --- | --- | --- | --- |
| **Office Name** |  | **Date** |  |
| **Prepared By** |  | **Office Location** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Equipment Name** | **Quantity** | **Model/Serial No.** | **Equipment Description** | **Condition** | **Needs Repair?** | | **Remarks** |
| **Yes** | **No** |
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