# Law Firm Office Inventory

This inventory template is a guideline for what to include in your inventory. Ensure you include all similar items (for instance have a line item for each computer in the office). Also, be sure to include any additional relevant information not itemized below. Review regularly to ensure inventory is up to date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office Inventory of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Date Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Item** | **Description** | **Owned/Leased** | | **Serial # or other identifier** |
| Desktop Computer |  |  | |  |
| Laptop |  |  | |  |
| Cellphone |  |  | |  |
| Photocopier |  |  | |  |
| Printer |  |  | |  |
| Scanner |  |  | |  |
| Fax Machine |  |  | |  |
| All in one Copier/Printer/Scanner /Fax Machine |  |  | |  |
| Software / Software licenses |  |  | |  |
| Shredder |  |  | |  |
| Dictaphone |  |  | |  |
| Other electronics or similar equipment |  |  | |  |
| Desk |  |  | |  |
| Chair |  |  | |  |
| Bookshelf |  |  | |  |
| Couch |  |  | |  |
| Reception Chair |  |  | |  |
| Reception Table |  |  | |  |
| Meeting Room table |  |  | |  |
| Meeting Room Chair |  |  | |  |
| Other Table |  |  | |  |
| Other Chair |  |  | |  |
| Books – list |  |  | |  |
| Office Supplies – list relevant supplies |  |  | |  |
| Items in Offsite Storage – list all items |  |  | |  |