**Microsoft Word Computer and Software Inventory Template Example**

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| **Inventory** | **Company Logo** |

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| **Hardware / Software Description** | **Item Purchase Information** | **Item Documentation Information** | **Quantities** |
| Item Category | Item Name | Description | Edition | Creator | Category | Date Purchased | Department | Retailer | Cost | Type | Exp. Date | Serial Number | Purchased | Used | Remaining |
| Software | Microsoft Office 365 | Office productivity suite including Word, Excel, PowerPoint, etc. | 20xx | Microsoft | Office Productivity | 01/15/20xx | IT | Microsoft Store | $99.99 per license | Subscription | 01/15/20xx (annual) | ABCD-EFGH-IJKL-MNOP | 50 | 45 | 5 |
| Hardware | Dell XPS 13 | Ultrabook laptop with Intel i7 processor, 16GB RAM, 512GB SSD | 20xx | Dell | Laptop | 03/10/20xx | Sales | Dell | $1,299.99 | One-Time Purchase | N/A | 1234-5678-9101-1121 | 10 | 10 | 0 |
| Software | Adobe Photoshop CC | Photo editing and graphic design software | 20xx | Adobe | Graphic Design | 02/20/20xx | Marketing | Adobe | $239.88 per year | Subscription | 02/20/20xx (annual) | WXYZ-1234-5678-9101 | 25 | 20 | 5 |
| Hardware | HP LaserJet Pro MFP M428fdw | Multifunction laser printer with scanning, copying, and fax capabilities | 20xx | HP | Printer | 04/05/20xx | Admin | Office Depot | $399.99 | One-Time Purchase | N/A | 8765-4321-5678-9876 | 5 | 5 | 0 |
| Software | AutoCAD | Computer-aided design (CAD) software for architecture, engineering, and construction | 20xx | Autodesk | Design & Drafting | 05/22/20xx | Engineering | Autodesk | $1,690.00 per license | Subscription | 05/22/20xx (annual) | 0987-6543-3210-1234 | 15 | 12 | 3 |
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| Prepared By: |  |  | Date: |  |
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