**[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=Blank+Inventory+Checklist+Template-word-12172&lpa=Blank+Inventory+Checklist+Template+word+12172)Microsoft Word Inventory  
Checklist Template Example**

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| **Company Name:** |  |
| **Date:** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Status** | **Inventory ID** | **Item Description** | **Area/Location** | **Condition** | **Quantity** | **Cost per Item** |
| **x** |  |  |  |  |  | $ |
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| **Prepared By:** |  |  | **Signature:** |  |

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