Ready Business
Prepare. Plan. Stay Informed.

# Computer Inventory Form

*Open for Business Worksheet*

## Computer Hardware Inventory

***Use this form to:***

* Log your computer hardware serial and model numbers. Attach a copy of your vendor documentation to this document.
* Record the name of the company from which you purchased or leased this equipment and the contact name to notify for your computer repairs.
* Record the name of the company that provides repair and support for your computer hardware.

Make additional copies as needed.

***Keep one copy of this list in a secure place on your premises and another in an off-site location.***

### HARDWARE INVENTORY LIST

| Hardware (CPU, Monitor, Printer, Keyboard, Mouse) | Hardware Size, RAM & CPU Capacity | Model Purchased | Serial Number | Date Purchased | Cost |
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