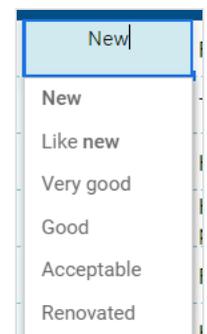
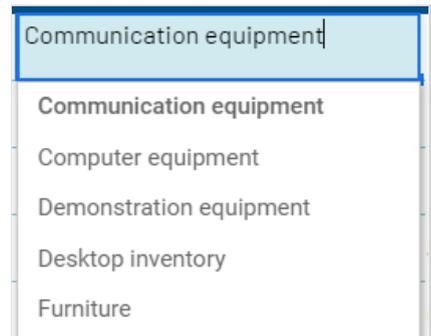


Use the “Office inventory template” to keep track of your office equipment inventory, quantity, and condition.

The table contains 10 fields that must be filled in:

Item ID	Category	Description	UOM	Quantity	Reception Date	Price per Unit	Total Price	Condition	Location
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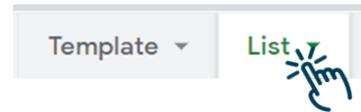
- In the "Item ID" column, you need to indicate the code or special designation of the product;
- In the "Category" column, you need to select the type of office equipment from the drop-down list from the proposed options. If there is no required value, you can add it, read about it below;
- In the "Description" column, you need to indicate a description of the item (for example, Fax Panasonic);
- In the "UOM" column, you must enter the unit of measure for this product (pieces, linear meters, square meters, etc.);
- In the "Quantity" column, you must specify the number of identical products in stock;
- In the column "Reception Date" indicate the date of purchase of each specific product in the format mm/dd/yyyy;
- In the "Price per Unit" column, you should indicate the purchase price per unit of each product;
- The column "Total Price" will automatically calculate the value of the total cost of the whole number of products for each specific row;
- In the "Condition" column, select the appropriate option for the current state of the product from the drop-down list;
- In the "Location" column, indicate the exact location of the office equipment (for example, office number, office space, warehouse, etc.)



An example of a completed table:

Item ID	Category	Description	UOM	Quantity	Reception Date	Price per Unit	Total Price	Condition	Location
436-364-2454	Communication equipment	Fax Panasonic	pcs.	3	5/20/2021	\$130.00	\$390.00	New	Financial department
874-252-3634	Computer equipment	Laptop Dell XPS 15 9500-NCFMG 15.6	pcs.	8	7/31/2021	\$2,099.00	\$16,792.00	Like new	Trade points 1,2,3,4
325-464-3242	Demonstration equipment	Projector Epson EH-TW5820	pcs.	1	1/10/2021	\$1,240.00	\$1,240.00	New	Head office
986-454-5352	Desktop inventory	Stationery set Bestar 8263XDU	pcs.	26	10/16/2020	\$170.00	\$4,420.00	Like new	Head office, trade points, lobby
763-598-42342	Furniture	Office chair Cougar Armor S ROYAL	pcs.	3	9/11/2020	\$290.00	\$870.00	Very good	Financial department
356-345-3536	Interior items	Floor hanger	pcs.	5	11/5/2020	\$109.00	\$545.00	Like new	Head office
375-635-3456	Lighting	Office table lamp DFTP Arki	pcs.	26	10/16/2020	\$270.00	\$7,020.00	New	Head office, trade points, lobby

At the same time, the document contains a second tab, which includes values for drop-down lists, which can be changed to suit your needs.



Go to the “List” tab, which contains values in 2 columns:

1. Categories of office items. If the required value is not in the list, enter the required value under the last value in the column.
2. Options for the state of office equipment. Here you can similarly delete or add values.

These changes will be displayed when selecting values from the drop-down lists.