

Inventory Report Form

The **inventory report form sample with serial numbers** provides a structured way to track and manage products efficiently. It includes detailed fields for capturing serial numbers, ensuring precise identification and accountability. This form is essential for maintaining accurate inventory records and streamlining audits.

Inventory Report Details

Report No:		Date:	
Prepared By:		Department:	

Inventory Items

#	Item Name	Description	Quantity	Serial Number(s)	Location	Condition	Remarks
1	Laptop	Dell Latitude 7490, 14" FHD	3	SN00123456 SN00123457 SN00123458	IT Office	Good	
2	Projector	Epson EB-S41	2	SN00455678 SN00455692	Conference Room	Good	
3	Router	TP-Link Archer C7	1	SN00312876	Server Room	Excellent	On loan

Verification

Verified By:		Date:	
Signature:			