

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