

Law Firm Inventory Checklist

Item	Own/Lease	Number in office
Communication Equipment		
Phones		
Fax Machines		
Cell Phones		
Personal Organizers		
Scanner		
Other		
Computer Systems		
Desktop Computers		
Laptop Computers		
Software		
Other		
Equipment		
Photocopiers		
Shredders		
Dictaphones		
Other		
Furniture		
Desks		
Computer Desks		
Chairs		
Bookshelves		
Reception furniture		
Other		

Books <i>(itemize as necessary)</i>		
Office Supplies <i>(itemize as necessary)</i>		
Offsite Storage <i>(itemize as necessary)</i>		