

## Contents Inventory

Date Completed

 /  / 

Name of Organisation

**IMPORTANT:** Please estimate the current cost of replacing items with new ones, **not** what you paid for them or their second hand value.

Contents	Office Areas	Storage Areas	Portable equipment
Chairs			
Tables			
Desktop Computers			
Laptop Computers			
Servers			
Printers / Photocopiers / Fax / Scanner			
Telephone systems			
Bookshelves / storage units			
Files and filing cabinets			
Draperies, wall hangings / pictures			
Laminators / Binders			
Unattached white and black boards			
Stationery stocks			
Books & Resources (not for sale)			
Bibles, books, resources for sale			
Security Systems			
Musical instruments / sound systems			
TV / projectors			
Video / DVD players			
Still & Video cameras			
Projector screens			
Cooking equipment – eg. oven/ microwave			
Appliances – eg. fridges, dryers, urns			
Cutlery and crockery / pots & pans			
Stocks of disposable cups, tea, coffee etc.			
Sporting equipment			
Camping equipment			
BBQ equipment			
Tools & gardening tools			
Cleaning equipment, mops / vacuum.			
Lawn mowers			
Trimmers and cutters			
Other items (attach list if necessary)			
<b>TOTALS</b>			