

LAW FIRM INVENTORY CHECKLIST

ITEM	OWNERSHIP	DISPOSITION
Communication Systems		
1. Phones		
2. Voicemail		
3. Fax Machines		
4. E-Mail		
5. Internet		
6. Cell Phones		
7. Personal Organizers		
8. Website/Internet		
9. Other		
Computer Systems		
1. Desktop Computers		
2. Laptop Computers		
3. Software		
4. Other		
Equipment		
1. Photocopiers		
2. Shredders		
3. Dictaphones		
Furniture		
1. Desks		
2. Computer Desks		
3. Chairs		
4. Bookshelves		
Books		
(itemize as necessary)		
Office Supplies		
(itemize as necessary)		
Off-site Storage		
(itemize as necessary)		