

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

[illegible]