

Use the "Inventory list template" to create a list of goods, products, or equipment in your warehouse, manage their quantity, price, and warranty period.

The template is elementary to use. It consists of a header and a table itself.

The table header contains a few main fields and a field for inserting a logo to help personalize this document for your organization.

<Your logo>	Address:	ZIP code, Country, City, Street, building ##, office ##	<Your company name>
	Phone:	+1(234)567890	
	E-mail:	mycompany@gmail.com	

- In the appropriate field "**<Your logo>**", insert your organization's logo, thus personalizing the inventory list.
- In the "**Address:**" field, enter the address of your organization;
- In the "**Phone:**" field, enter the phone number of the employee responsible for stocks and their inventory;
- In the "**Email:**" field, similarly indicate the email of the employee accountable for stocks and their inventory;
- In the "**<Your company name>**" field, enter your organization's name.

Date:	11/12/2021	Person in charge:	Thomas Fletcher
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- In the "**Date:**" field, enter the date of the last changes to the inventory list;
- In the "**Person in charge:**" field, enter the name of the employee responsible for stocks and their inventory (as well as for the formation of the organization's inventory list).

Below is the inventory fixing table; it contains 9 fields:

Item	Serial No.	Description	Purchasing date	Manufacturer	Unit price	Quantity	Inventory value	Warranty expiration date
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- "**Item**" - enter the name of the described product/item in this column;
- "**Serial No.**" - enter the part number or serial number of the described product/item;
- "**Description**" - add a detailed description of the described product/item;
- "**Purchasing Date**" - enter the product purchase date here;
- "**Manufacturer**" - fill in the name of the manufacturer of the described product;
- "**Unit price**" - in this box, enter the factual purchase price of a product unit;

- "Quantity" - add the numerical value of the number of purchased goods here;
- "Inventory value" - in this column, the total inventory value is calculated automatically based on the "Unit price" and "Quantity" columns;
- "Warranty expiration date" - in this column, enter the expiry date of the warranty. If the product does not have a warranty period, do not enter anything. If the date of expiry of the warranty service has already been passed, the date will be displayed in red;

An example of filling a table:

Item	Serial No.	Description	Purchasing date	Manufacturer	Unit price	Quantity	Inventory value	Warranty expiration date
Item 4	444-4444	Description 4	10/05/21	Factory	\$25.00	8	\$200.00	10/05/24
Item 5	555-5555	Description 5	05/08/21	Factory	\$46.00	3	\$138.00	
Item 6	666-6666	Description 6	27/10/20	Factory	\$32.00	1	\$32.00	27/10/21
Item 7	777-7777	Description 7	31/08/20	Factory	\$65.00	1	\$65.00	
Item 8	888-8888	Description 8	24/02/19	Factory	\$34.00	5	\$170.00	24/08/19
Item 9	999-9999	Description 9	30/10/20	Factory	\$65.00	5	\$325.00	
Item 10	1010-1010	Description 10	10/09/19	Factory	\$43.00	4	\$172.00	10/11/19