

# Equipment Inventory List Companion



## What is an Equipment Inventory List?

An Equipment Inventory List is an organized and detailed directory of all company equipment, including vehicles, heavy equipment, and tools. It includes useful information about all company equipment.

## Why do I need an Equipment Inventory List?

Companies use Equipment Inventory Lists as a simplified tool to track and manage equipment. It contains reference information to effectively monitor company assets.

## How do I use an Equipment Inventory List?

Complete the Equipment Inventory List and modify to suit your company's needs. Inputted information can include:

- Make
- Model
- Year (Equipment Age)
- Engine Type
- Serial Number
- VIN Number
- Description
- Storage Location
- Purchase Date
- Purchase Supplier
- Purchase Cost
- Date of Last Service
- Service Repairs
- Tire Size
- Accessories
- Warranty Information
- Equipment Type
- Quantity
- Condition
- Payments

To get the most out of your Equipment Inventory List, perform regular inventory checks to monitor condition, repairs, etc. Equipment Inventory Lists should be updated as soon as information has changed. For instance, once a vehicle has been serviced, a new accessory is purchased, warranty has been voided, etc.