

# EQUIPMENT INVENTORY

Legal Office Asset Management

Date: \_\_\_\_\_  
Custodian: \_\_\_\_\_

ASSET ID	DESCRIPTION / MODEL	SERIAL NUMBER	ACQUIRED	LOCATION	CONDITION / NOTES
LG-SRV-01	Dell PowerEdge T440 - Secure Server	ABC-12345-XYZ	2023-05-12	Server Room 1A	Excellent / Encrypted
LG-PRN-04	HP LaserJet Enterprise M608	PH-990021-B	2022-11-30	Paralegal Bay	Maintenance due Q4
LG-LAP-12	MacBook Pro 14" (M2) - Senior Partner	C02FV99QLH	2023-01-15	Office 302	Assigned: J. Doe
LG-SCN-02	Fujitsu ScanSnap iX1600	SN-8827331	2023-03-10	Records Dept.	Dedicated high-speed

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