

IT asset inventory template

A simple record of what you own, who has it, and whether it is protected. Unglamorous, and the first thing you will wish you had when a laptop goes missing or an insurer asks.

Free to use and adapt. Copy the tables into a spreadsheet.

Why bother

Three moments when this pays for itself:

1. **Someone leaves.** You know exactly what to collect.
2. **A device is lost or stolen.** You know what was on it, whether it was encrypted, and therefore whether it is an incident or an inconvenience.
3. **An insurer or client asks.** You can answer in minutes rather than guessing.

Computers and mobile devices

Asset tag	Type	Make / model	Serial number	Assigned to	Purchased	Warranty ends	Encrypted	Managed	Notes
	Laptop						Yes / No	Yes / No	
	Desktop						Yes / No	Yes / No	
	Phone						Yes / No	Yes / No	

Encrypted means BitLocker on Windows or FileVault on Mac is actually on, not just available. **Managed** means the device is enrolled in something that can lock or wipe it remotely.

Servers and network equipment

Asset	Type	Model	Location	IP / hostname	Purchased	Support ends	Backed up	Notes
	Server						Yes / No	
	Firewall						n/a	
	Switch						n/a	

Asset	Type	Model	Location	IP / hostname	Purchased	Support ends	Backed up	Notes
	Access point						n/a	

Software and subscriptions

Product	What it is for	Licences	Renews	Cost	Billed to	Admin contact	Notes

Include everything, not just the obvious: Microsoft 365, accounting software, the CRM, the domain registration, SSL certificates, the website host, the phone system.

Accounts and services registered in someone's name

Service	Registered to	Renews	Where the login lives	Notes
Domain name				
Website hosting				
SSL certificate				
Mobile account				

This table is the one people skip and later regret. If any of these sit in a personal name, move them to a company account now.

How to keep it current

You will not maintain this by discipline alone. Tie it to events instead:

- **New device** goes on the list before it is handed over
- **Someone leaves** and you tick items off as they come back
- **Renewal season** once a year, check every date in the subscription table

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Made by **Brevity.Tech**, managed IT and automation for small businesses in Metro Vancouver. Our managed plans keep this inventory automatically, so it is accurate without anyone maintaining a spreadsheet. brevitytech.ca · 778-321-2372