ALWAYS consult with your insurance agent!

Keep inventory records in a safe place.

Workshop Inventory

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HIGHLAND Woodworking
Fine Tools since 1978

A	B	C	D	E	F	G	H	I	J
Photo - ID - Location	Sub-Schedule	Item Description	Model Name/ Number	Serial Number	Where Acquired	Date Acquired	Purchase Price	Current Value	Receipt?

Sub-Schedule Number: _____

Item Photo ID: _____

Self-Built Description: _____

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Cost Input or Item	Description	Date Acquired / Built	Purchase Price or Cost	Quantity	Extended Cost	Current Value	Receipt?

	Total Cost	Total Current Value	
Use these totals in columns "H" & "I" on Workshop Inventory			**$**

Contents Schedule

Sub-Schedule Number: _____

Item Photo ID: _____

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Contents Description	Where Acquired	Date Acquired	Serial/Model Number	Purchase Price or Cost	Quantity	Extended Cost	Current Value	Receipt?

	Total Cost	**Total Current**	
Use these totals in columns "H" & "I" on Workshop Inventory			**$**

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A	B	C	D	E	F	G	H	I	J
Photo - ID - Location	Sub-Schedule	Item Description	Model Name/ Number	Serial Number	Where Acquired	Date Acquired	Purchase Price	Current Value	Receipt?
NW1	001	Unfinished Cabinets	-	n/a	Home Depot	5/9	$125.00		

Enter photo ID here such as North Wall 1 (NW1)

If the item listed is self-built or has hidden contents, create a sub-schedule and enter the sub-schedule number here

List where the item was acquired or a current source if you can't remember

No receipt? Use the current price for the same or similar item

Can't remember? Don't have a receipt? Then take your best guess!

Leave this blank. If you ever have a loss, your insurance company will calculate the current value

Have a reciept? Place a check mark in this box and drop the receipt into the plastic sleeve with this inventory sheet

Likely you will have more sub-schedules than main inventory pages - especialy if you store a lot of things in cabinets or drawers. Still, number these pages to keep things organized!

Sub-Schedule Number: _____
Item Photo ID: _____
Self-Built Description: _____

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Cost Input or Item	Description	Date Acquired / Built	Purchase Price or Cost	Quantity	Extended Cost	Current Value	Receipt?
Materials	4 X 8 X 3/4" Birch Plywood	3/16/10	$ 39.95	2	$ 79.90		X
Materials	1 X 4 X 3/4" Poplar (in linear feet)	3/16/10	$ 4.24	12	$ 50.88		
Hardware	Wood Drawer Pulls	3/21/10	$ 5.19	4	$ 20.76		
Hardware	Full swivel/lock casters 3"	3/21/10	$ 9.25	4	$ 37.00		
Hardware	Full extension drawer slides	3/16/10	$ 14.59	4	$ 58.36		
Materials	Glue	various			$ 2.50		
Finish	Watco Danish Oil	various			$ 5.00		
Labor	My Time		$ 25.00	11	$ 275.00		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		
					$ -		

This column is for a "category" label of the item or cost input. For example: Materials, Hardware, Labor, Finish, etc.

It is perfectly okay to list "various" for purchase date of supply items used regularly

Did you use a fourth of a ten dollar bottle of glue? Estimate the cost and enter it!

Enter the sub-schedule number you assigned on the main inventory page, the photo identification, and a short description of the item at the top of the page.

	Total Cost	Total Current Value
Use these totals in columns "H" & "I" on Workshop Inventory	$ 529.40	$

Contents Schedule

Sub-Schedule Number: _____

Item Photo ID: _____

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Contents Description	Where Acquired	Date Acquired	Serial/Model Number	Purchase Price or Cost	Quantity	Extended Cost	Current Value	Receipt?
Measuring/Mixing Cups	various	various				$ 10.00		
Opti-Cut XL cutting lubricant	?	?		$ 15.00	1	$ 15.00		
Foam Brushes assorted sizes	various	various				$ 20.00		
Tack cloths	paint store	01/12/10				$ 5.00		
Walnut stain	Highland Woodworking	3/26/10				$ 6.00		
Black paint	Ace Ha					$ 5.00		
Furniture rep___ ___ck	variou__					$ 7.50		
Microfiber ___	variou__					$ -		
Thin rip__						$ -		
Push blo__						$ -		
						$ -		
						$ -		
						$ -		
						$ -		

Liist supply items using estimates of value and estimates ofwhat you generally have "on-hand." No need to update this every time you buy an item, but do update it every few months.

The contents sub-schedule is a "memory trigger" --- don't spend a lot of time on the details, but do make a complete list. The cost of all these things really adds up!

	Total Cost	Total Current
Use these totals in columns "H" & "I" on Workshop Inventory	$ 68.50	$