**Sample hardware inventory spreadsheet**

If you don’t want to or are not comfortable using the free [Belarc Advisor](http://belarc.com/free_download.html) download or the free (ad-supported) [Spiceworks Inventory tool](https://www.spiceworks.com/free-pc-network-inventory-software/) to inventory your computers, you may use a simple form like the below to “manually” document the information about all of your organization’s computer assets. Add rows as needed.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name (of computer or person using) | Processor Speed | Operating System | Purchase date | Hard drive size | RAM | Brand (i.e.make/ model) | Rating  (1=great; 5=toss) |
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