

Online Item Inventory Tool

1 2



Name

First Last

Address

Address Line 1

Address Line 2

City State Zip Code

Phone **Email**

Directions:

1. Use this form to enter each item, along with a detailed description, quantity and condition.
2. Mark the item as KEEP, SELL, DONATE, TOSS.
3. If desired, add the estimated item value for your personal record keeping.
4. Print as many item information forms as needed.

CATEGORY

- ☐ Jewelry
☐ Household Items
☐ Collectibles

☐ Furniture

☐ Art

☐ Other

ITEM

EXAMPLE: Sterling Silver Gorham "Chantilly" silverware set

QUANTITY

EXAMPLE: 10 Forks, 12 spoons, 10 knives

CONDITION

☐ Excellent

☐ Good

☐ Fair

☐ Poor

☐ Other

ACTION

☐ KEEP

☐ SELL

☐ DONATE

☐ TOSS

ESTIMATED VALUE (OPTIONAL)

EXAMPLE:

ADDITIONAL DETAILS

EXAMPLE: 3 spoons have damage from garbage disposal. .

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