Equipment and inventory schedule

Separate shop assets from personal tools and calculate the agreed extended cost of eligible parts at the closing count.

Shop / location

Review date

Prepared by

Tag the equipment

☐ Walk the bay

Assign an asset ID before recording make, serial, location, owner, maintenance record and included or excluded status.

Evidence / next action

☐ Check legal ownership

Match invoices, financing and vendor leases to the ID. Flag any payoff, release or landlord fixture question for counsel.

Evidence / next action

☐ Identify software rights

Ask vendors whether diagnostic subscriptions, alignment software and calibration access can move with the equipment.

Evidence / next action

Open item, responsible person and due date

Equipment and inventory schedule

Separate shop assets from personal tools and calculate the agreed extended cost of eligible parts at the closing count.

Shop / location

Review date

Prepared by

Count the parts

☐ Freeze the cutoff

Record count time and movements after the count. Split customer parts, vendor consignments, cores and obsolete units.

Evidence / next action

☐ Agree unit cost

Use cost supported by a dated vendor invoice or an agreed exception. Record saleable quantity only after checking condition.

Evidence / next action

☐ Calculate included cost

Multiply eligible units by agreed unit cost for included stock. Record disputed items separately and settle them before finalizing the schedule.

Evidence / next action

Open item, responsible person and due date

Equipment

Equipment and inventory schedule

Shop / location

Review date

Prepared by

Blank worksheet

List each machine only once. Enter a negotiated item value only when the parties assign one. A missing ownership or transfer record is flagged.

Equipment	Record A	Record B	Record C
Asset ID			
Description			
Bay / area			
Make / serial			
Owner or lessor			
Proof / lien release			
Last service			
Condition / limitations			
Transfer			
Agreed value			
Next action			

Evidence reference and assumptions

Parts count

Equipment and inventory schedule

Shop / location

Review date

Prepared by

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Enter the physical count and the eligible quantity after removing consigned, returned and obsolete parts. Agreed unit cost is net of discounts and supported by the source.

Parts count	Record A	Record B	Record C
SKU / part			
Bin			
Description			
Physical qty			
Eligible qty			
Agreed unit cost			
Source / exception			
Status			
Included cost			
Check			

Evidence reference and assumptions