



**Business Identification Sheet**  
(Complete and print or save to CD)

Owner: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Secretary's/Reception Office/Area

Item Description	Brand	Model Name/Number	Serial Number / Owner Applied Number	Cost/Value
				\$
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				\$

DATE: \_\_\_\_\_



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Owner: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Manager/Owner's Office**

Item Description	Brand	Model Name/Number	Serial Number / Owner Applied Number	Cost/Value
				\$
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DATE: \_\_\_\_\_



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Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Assistant's Office

Item Description	Brand	Model Name/Number	Serial Number / Owner Applied Number	Cost/Value
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Owner: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Break Room

Item Description	Brand	Model Name/Number	Serial Number / Owner Applied Number	Cost/Value
				\$
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				\$
				\$
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Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Additional Office

Item Description	Brand	Model Name/Number	Serial Number / Owner Applied Number	Cost/Value
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Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Storage Closet(s)

Item Description	Brand	Model Name/Number	Serial Number / Owner Applied Number	Cost/Value
				\$
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				\$
				\$
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Owner: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Vehicle(s)/ Equipment

Item Description	Brand	Model Name/Number	Serial Number / Owner Applied Number	Cost/Value
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				\$

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Owner: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Work Area(s)

Item Description	Brand	Model Name/Number	Serial Number / Owner Applied Number	Cost/Value
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 Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Room/Office** (Describe): \_\_\_\_\_

Item Description	Brand	Model Name/Number	Serial Number / Owner Applied Number	Cost/Value
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