Standard Asset Tag Label Form

Department/Location

e.g. IT, Main Office

Date

Asset Type

e.g. Laptop, Printer

Asset Tag Number

e.g. A123456

Serial Number

e.g. SN123XYZ

Model/Description

e.g. Dell Latitude 5400

Assigned To

e.g. John Doe

Condition

Select ▾

Remarks

Additional comments

Sample Asset Tag Label:
Asset Tag: A123456
IT Department
Laptop - Dell Latitude 5400
Serial No.: SN123XYZ

Prepared By

Name

Approved By

Name

Important Notes:

- Ensure all asset details are accurate and up-to-date before printing or attaching labels.
- Asset tag numbers should be unique and consistent throughout your inventory system.
- Asset tags should be securely attached and easily visible on the asset.
- This form should be updated whenever assets are transferred or disposed of.