

OFFICE INVENTORY

A handy guide to help decide on the amount of insurance. Remember you may be liable for leased equipment as well. Remember to include G.S.T. & P.S.T. where applicable.

Office Equipment	Price Range	Quantity	Estimated Replacement Cost
Air Conditioner	\$500 - \$1,000		
Bookcase	\$500 - \$1,000		
Calculator	\$75 - \$200		
Chair	\$300 - \$1,000		
Coat Rack	\$50 - \$150		
Computer Hardware Software	\$1,500 - \$50,000 \$250 - \$1,500		
Credenza	\$350 - \$2,000		
Desk	\$400 - \$3,000		
Dictation Equipment	\$500 - \$1,500		
Fax Machine	\$2,000 - \$5,000		
Filing Cabinet	\$400 - \$3,000		
Kitchen/Lunch Room Equipment	\$2,000 & Up		
Mail Sorter	\$200 - \$700		
Miscellaneous	Varies		
Partitions	\$1,500 - \$3,000		
Photocopier	\$5,000 - \$60,000		
Postage Metre	\$1,000 - \$7,000		
Postal Scale	\$500 - \$3,000		
Promotional Material	\$250 - \$2,500		
Printer & Stand	\$500 - \$3,000		
Safe or Vault	\$750 - \$10,000		
Signs	Varies		
Supplies, paper, pens etc.	Varies		
Telephone System	\$5,000 & Up		
Tenant Improvements, fixtures, alterations, installations (e.g. carpeting) or additions, comprising part of the building	Varies		
Typewriter	\$500 - \$5,000		
Video Display Terminal	\$1,000 - \$5,000		
Word Processor	\$2,500 & Up		
Work Stations	\$2,000 - \$6,000		