

## Complete and Fax to Mrs. Smith at 512-767-5389

Mid-Texas Legal Services  
123 Anywhere Lane, Suite 45  
Midtown, TX 77339

Instructions:

Please **hand count and record** the items received, then sign and fax this sheet as soon as possible to **Mrs. Smith** at **512-767-5389**. It is extremely important that an accurate count is made and that Mid-Texas Legal Services receives all the items that were ordered. If it is determined at a later date that this shipment was short, it may not be possible to make corrections. Please record the number of items received even if it does not match the number ordered for that item.

Item Description	Ordered	Received
Dell Optiplex Desktop Computer	12	
Dell Latitude Laptop Computer	5	
HP LJ 4350tn Printer	2	
HP LJ 4350 Envelope Feeder	2	
HP CLJ 4700N Color Printer	1	
HP DJ 460wbt Portable Printer		
HP DJ Portable Printer Case		
Kodak ScanStation 100 Scanner	1	
Surge Protector	20	
10' Cat 5e Network Cable	20	
2 Meter USB 2.0 Cable		
Windows XP Pro Media	1	
MS Office 2007 Std Media	1	
MS Office 2003 Std Media	1	
Adobe Acrobat v.8 Std Media	1	
Symantec AV Corp Ed. Media	1	
ScanSoft PaperPort 11 Std (Shrinkwrap)	1	
ScanSoft Omnipage 16 Std (Shrinkwrap)	1	

Inventory Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**By signing this form you acknowledge that inventory has been hand counted and the numbers recorded are accurate.**