IT Hardware Pre-Delivery Inspection Checklist

Project / Order Information

Project/Order Name		**Date**	
Inspected By		**Location**	

Hardware Details

Item	Model/Serial No.	Quantity	Condition	Remarks

Inspection Checklist

No.	Inspection Item	Pass	Fail	Remarks
1	Physical Condition (no visible damage)	☐	☐	
2	Accessories (power cable, adapters, etc.)	☐	☐	
3	Device powers on	☐	☐	
4	Device specification matches order	☐	☐	
5	Connectivity ports (USB, HDMI, LAN, etc.)	☐	☐	
6	Other	☐	☐	

Comments/Additional Notes

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Inspected By

_____

Date