BUSINESS SOFTWARE ALLIANCE

SOFTWARE AUDIT FORM

Date:	
Company Name:	
Inventory tool used:	
No. of PCs inventoried	

Software Installed Summary:

Product Name*	Version	Total Installations

License Purchase Summary:

Licenses Purchased Via:					License (Excess)/ Deficiency
OEM (with a new PC)	Retail (purchased in a box)	VOLUME LICENSING PROGRAMS	Other	Total	

Here you summarize the total number of installations of the products inventoried on the individual PCs.

Here you summarize the total number of licenses you have acquired to support your software installations. Evidence of license may come in a number of formats, as documented in the columns above, depending on how the license was acquired.

Here you calculate any excess or deficiency in licenses - or the difference between installations and licenses owned.