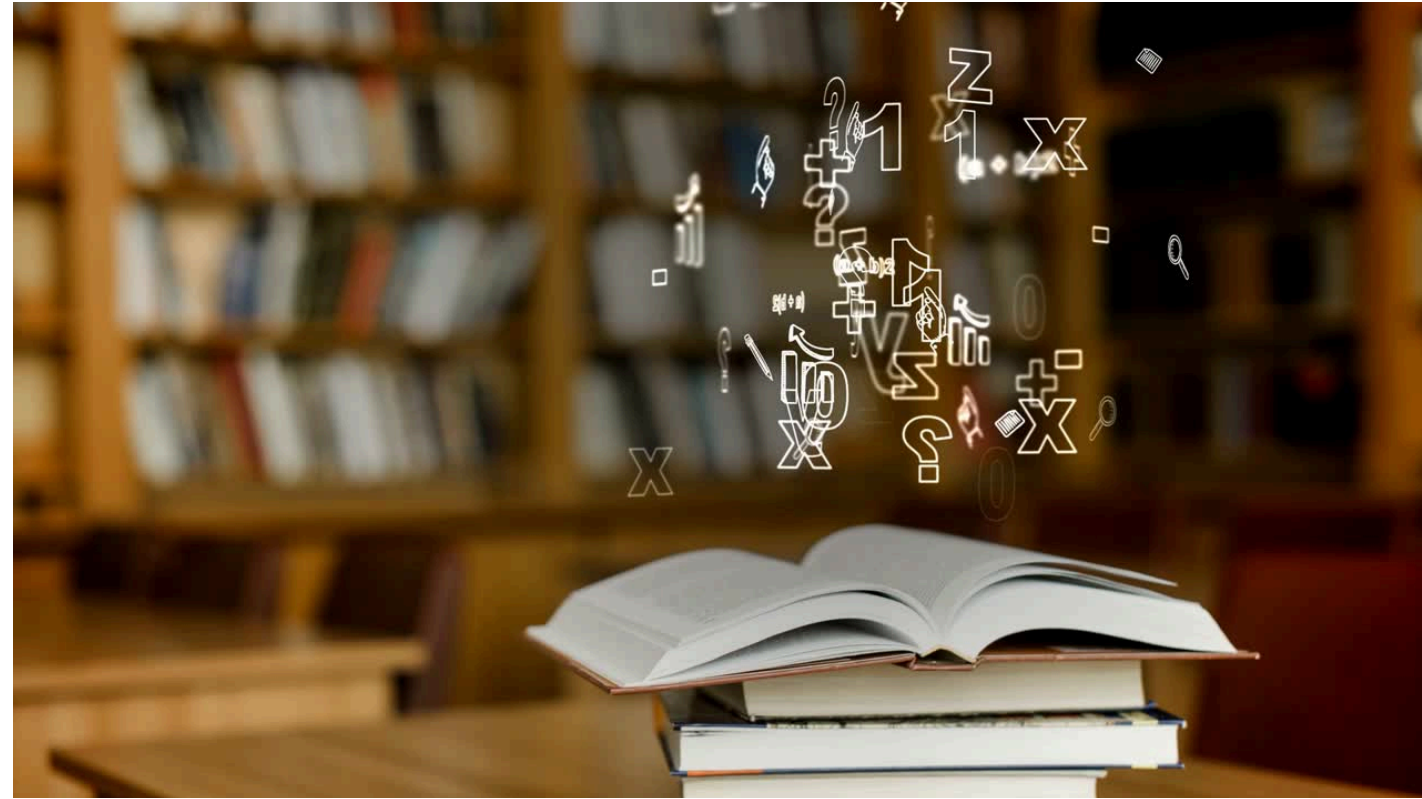


TEBBAL™ Home Inventory Ledger Tutorial



Learn How To Navigate The Ledger



TEBBAL™ PUBLICATIONS LLC
“To Every Branch Be a Lifeline”

Empowering Every Branch, Enriching
Every life.

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Welcome to Your Home Inventory Ledger Tutorial

Thank you for purchasing The Home Inventory Ledger! You're taking a powerful step toward organizing, protecting, and confidently managing the details of your home and belongings.

To help you get the most out of this tool, we've included a **Home Inventory Checklist** right at the beginning (pages 4–5). This checklist is designed to help you gather photos, documents, and essential details before diving into your ledger. It ensures that once you begin, you're fully prepared to complete your records smoothly and efficiently.

As you move through this tutorial, you'll find **colorful illustrations** and **step-by-step arrows** to guide you through each section. Whether you're creating your inventory for insurance, estate planning, or personal peace of mind, this tutorial will walk you through everything you need to know—clearly and simply.

Let's get started!



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Home Inventory Checklist

Essential Guide to Protecting What You Own

HOW TO USE THIS CHECKLIST

- ✓ This checklist will help you quickly assess and record important household items for insurance claims, emergency preparedness, estate planning, or downsizing. Walk through your home room- by-room and use this guide to identify what to document.

✓ **Use this before entering details** into the **Home Inventory Ledger (Excel)**

🕒 **Estimated Time:** 30–45 minutes

📷 **Tip:** Take clear photos of each room and item for visual documentation.

📹 **Note:** The Home Inventory Ledger supports photos only, not video.

WHOLE-HOME QUICK START LIST





Check each category after review:

- ☐ **Electronics** – TVs, laptops, tablets, gaming consoles
- ☐ **Furniture** – Sofas, beds, dressers, tables, chairs
- ☐ **Appliances** – Refrigerator, washer/dryer, microwave, blender
- ☐ **Decor & Art** – Paintings, sculptures, framed prints, mirrors
- ☐ **Jewelry & Valuables** – Watches, rings, coins, heirlooms
- ☐ **Important Documents** – Wills, deeds, insurance policies, certificates
- ☐ **Tools & Equipment** – Power tools, ladders, lawn mower
- ☐ **Hobby Items** – Cameras, sports gear, musical instruments
- ☐ **Security Items** – Safes, home alarm system, firearms
- ☐ **Designer Clothing** – Coats, handbags, shoes, seasonal collections

ROOM-BY-ROOM WALKTHROUGH

- ☐ **Done – Living Room** - TV, furniture, lamps, decor, bookshelves
- ☐ **Done – Kitchen** - Major appliances, cookware, utensils, food processor
- ☐ **Done – Bedrooms** - Furniture, clothing, electronics, jewelry
- ☐ **Done – Bathrooms** - Personal care tools, grooming devices, medicine cabinet
- ☐ **Done – Home Office** - Desk, computer, printer, external drives, file boxes
- ☐ **Done – Garage / Basement / Attic** - Tools, bikes, storage bins, seasonal items
- ☐ **Done – Closets & Storage Units** - Designer items, formal wear, archived documents

TEBBAL™ TIPS FOR EASY INVENTORY

-  Photograph each room and item clearly – group similar items if needed
-  Organize warranties or receipts in a digital or cloud folder
-  Review and update quarterly or after major purchases
-  Use this checklist to speed up entry into the Ledger

NEXT STEP: Organize with the Home Inventory Ledger

This checklist gives you a clear head start. Now complete your inventory using our interactive Excel Ledger, designed to:

- ✓ Track values, categories, and purchase dates on the receipts.
- ✓ Attach item photos for proof of ownership.
- ✓ Create a backup-ready home asset record.
- 📁 Ready to protect your home assets?

👉 **Get the Home Inventory Ledger at**
<https://tebbalpublications.com>

How to Use Your Home Inventory Ledger

Welcome to your **Home Inventory Ledger!**

This guide will help you efficiently document your home's contents using a simple, organized system that makes tracking and valuing your belongings easier than ever.

Start with one room at a time to keep things manageable. We recommend beginning with the Foyer/Entryway and working your way through the home. This method ensures that you don't overlook any valuable items.



Navigation Tips:

Use the small arrows in the bottom-left corner of Excel to scroll through all tabs. Don't miss any!



Photograph & Document Items

In each tab, record your items and link any photos or receipts for quick reference.

- **Take Clear Photos:**

- Wide shot of the whole room for context

- Close-ups of valuable or unique items

- **Gather Documentation:**

- Receipts, warranty cards, appraisals, or insurance docs

- **Organize Smartly:**

- Group similar items

- Name files clearly (e.g., Kitchen_Mixer.jpeg, OfficeDesk_Receipt.pdf)

	A	B	C	D	E	F	G
1	THE HOME INVENTORY LEDGER - FOYER ENTRYWAY						
2			Total Purchase Price	\$ 1,690.00	Total Estimated Value	\$ 795.00	
3							
4							
5	Item Name ▼	Quantity ▼	Serial / SKU# ▼	Purchase Price (\$)▼	Estimated Value (\$)▼	Image Links ▼	Receipt Links ▼
6	Area Rugs	2	23789	\$ 200.00	\$ 75.00	Foyer_Area Rug.pdf	Foyer_Receipt_AreaRug.docx
7	Glass Table	1	116725	\$ 350.00	\$ 150.00	Foyer_Glass_table.png	Foyer_Receipt_Table.pdf
8	Decorative Lamp	1	346790	\$ 250.00	\$ 100.00	Foyer_Lamp.jpeg	Foyer_Receipt_Lamp.pdf
9	Crystal Figurine	3	677890	\$ 375.00	\$ 200.00	Foyer_Figurines.jpeg	Foyer-Receipt_Figuries.jpeg
10	Lighted Wall Picture	1	555321	\$ 450.00	\$ 250.00	Foyer_Wall_Picture	Foyer_Receipt_Wall_Picture
11	Coat Rack	1	32444	\$ 65.00	\$ 20.00	Foyer_Coat_Rack.jpeg	Foyer_Receipt_CoatRack.pdf
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17							
18							
19							

	A	B	C	D	E	F	G
1	THE HOME INVENTORY LEDGER - FOYER ENTRYWAY						
2			Total Purchase Price	\$ 1,690.00	Total Estimated Value	\$ 795.00	
3							
4							
5	Item Name	Quantity	Serial / SKU#	Purchase Price (\$)	Estimated Value (\$)	Image Links	Receipt Links
6	Area Rugs	2	23789	\$ 200.00	\$ 75.00	Foyer_Area Rug.pdf	Foyer_Receipt_AreaRug.docx
7	Glass Table	1	116725	\$ 350.00	\$ 150.00	Foyer_Glass_table.png	Foyer_Receipt_Table.pdf
8	Decorative Lamp	1	346790	\$ 250.00	\$ 100.00	Foyer_Lamp.jpeg	Foyer_Receipt_Lamp.pdf
9	Crystal Figurine	3	677890	\$ 375.00	\$ 200.00	Foyer_Figurines.jpeg	Foyer-Receipt_Figuries.jpeg
10	Lighted Wall Picture	1	555321	\$ 450.00	\$ 250.00	Foyer_Wall_Picture	Foyer_Receipt_Wall_Picture
11	Coat Rack	1	32444	\$ 65.00	\$ 20.00	Foyer_Coat_Rack.jpeg	Foyer_Receipt_CoatRack.pdf
12				The purchase price and estimated value columns auto-calculates and puts totals above.			
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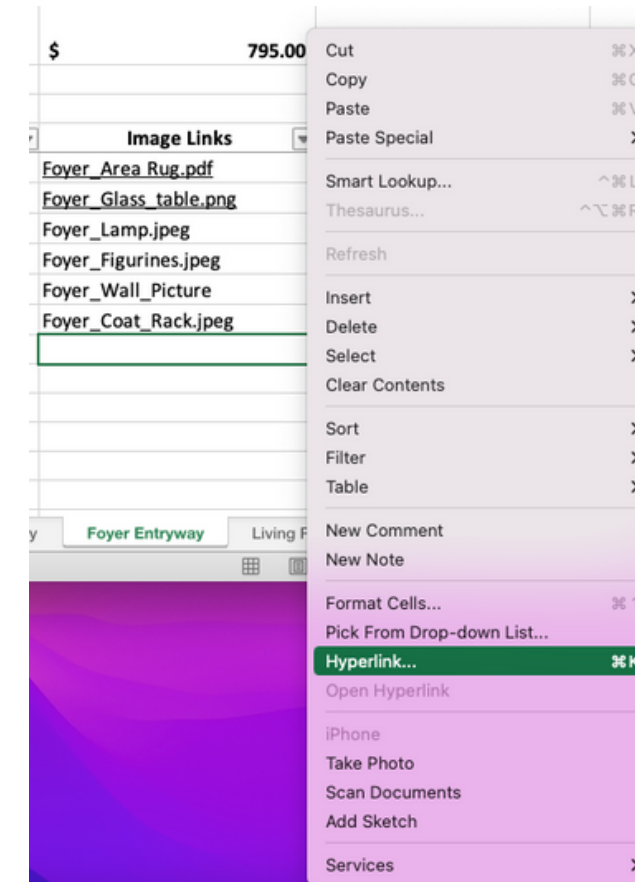
How to Link Files in Excel (Photos or Receipts)

- Right-click the cell where you want to add a link.
- Select Hyperlink.
- Choose Existing File or Web Page.
- Browse your saved computer files and click the photo or receipt.
- You may see a virus warning message. Click OK if you trust the file.
- The link will now populate in the cell and can be clicked to open the file.

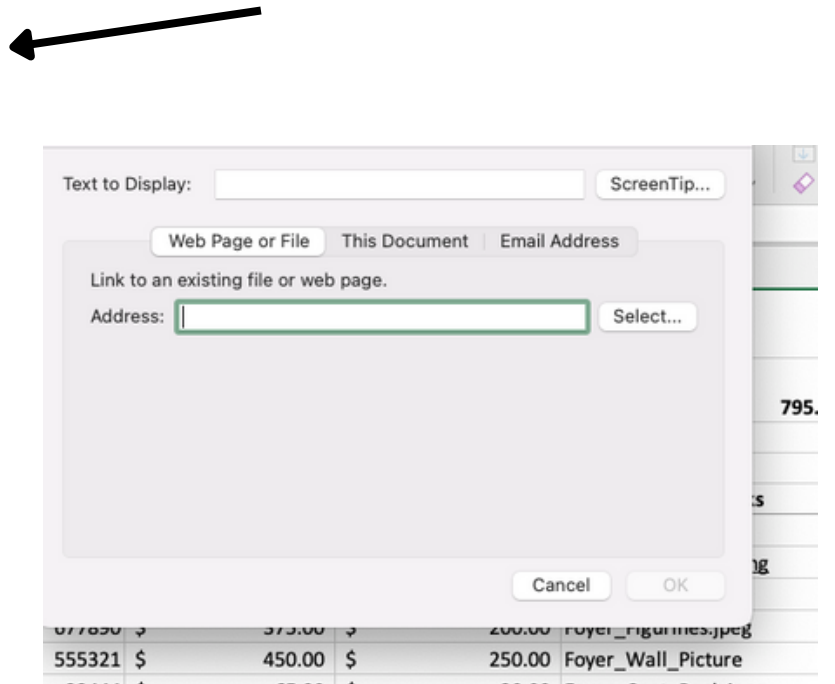
 Tip: Keep all inventory photos and receipts in one folder on your computer.

File Type & Size Suggestions

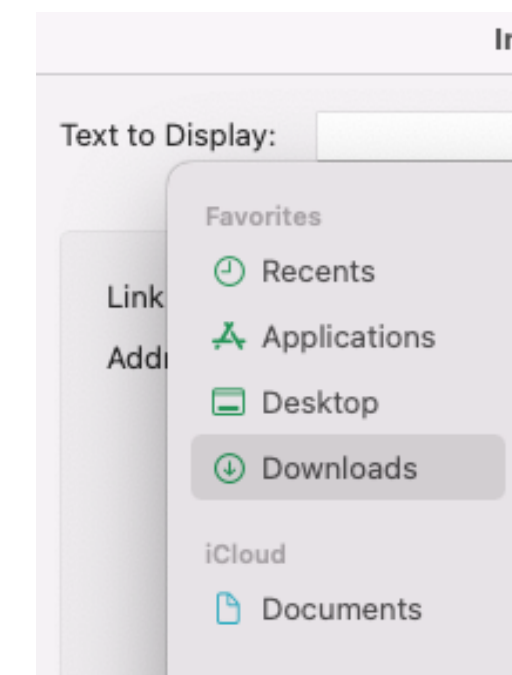
<u>Type</u>	<u>Format</u>	<u>Max Size</u>
Photos	JPEG, PNG	5 MB
Documents	PDF, DOC, DOCX	2 MB



What you see after right clicking.



What you should see to locate your file that you downloaded earlier.



What you see after clicking hyperlink.

Foyer_Area Rug.pdf
1 page

AutoSave

THE_HOME_INVENTORY_LEDGER_EXAMPLE

Search (Cmd + Ctrl + U)

Home

Insert

Draw

Page Layout

Formulas

Data

Review

View

Table

Paste

Calibri (Body)

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General

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Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

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Σ

Sort & Filter

Find & Select

Comments

Add-ins

F6

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Foyer_Area Rug.pdf

	A	B	C	D	E	F	G
1	THE HOME INVENTORY LEDGER - FOYER ENTRYWAY						
2			Total Purchase Price	\$ 1,690.00	Total Estimated Value	\$ 795.00	
3							
4							
5	Item Name	Quantity	Serial / SKU#	Purchase Price (\$)	Estimated Value (\$)	Image Links	Receipt Links
6	Area Rugs	2	23789	\$ 200.00	\$ 75.00	Foyer_Area Rug.pdf	Foyer_Receipt_1
7	Glass Table	1	116725	\$ 350.00	\$ 150.00	Foyer_Glass_table.png	Foyer_Receipt_1
8	Decorative Lamp	1	346790	\$ 250.00	\$ 100.00	Foyer_Lamp.jpeg	Foyer_Receipt_1
9	Crystal Figurine	3	677890	\$ 375.00	\$ 200.00	Foyer_Figurines.jpeg	Foyer-Receipt_F
10	Lighted Wall Picture	1	555321	\$ 450.00	\$ 250.00	Foyer_Wall_Picture	Foyer_Receipt_1
11	Coat Rack	1	32444	\$ 65.00	\$ 20.00	Foyer_Coat_Rack.jpeg	Foyer_Receipt_C
12							
13							
14							
15							

Transformation & Benefits

How To Use Your Ledger

Inventory Summary

Foyer Entryway

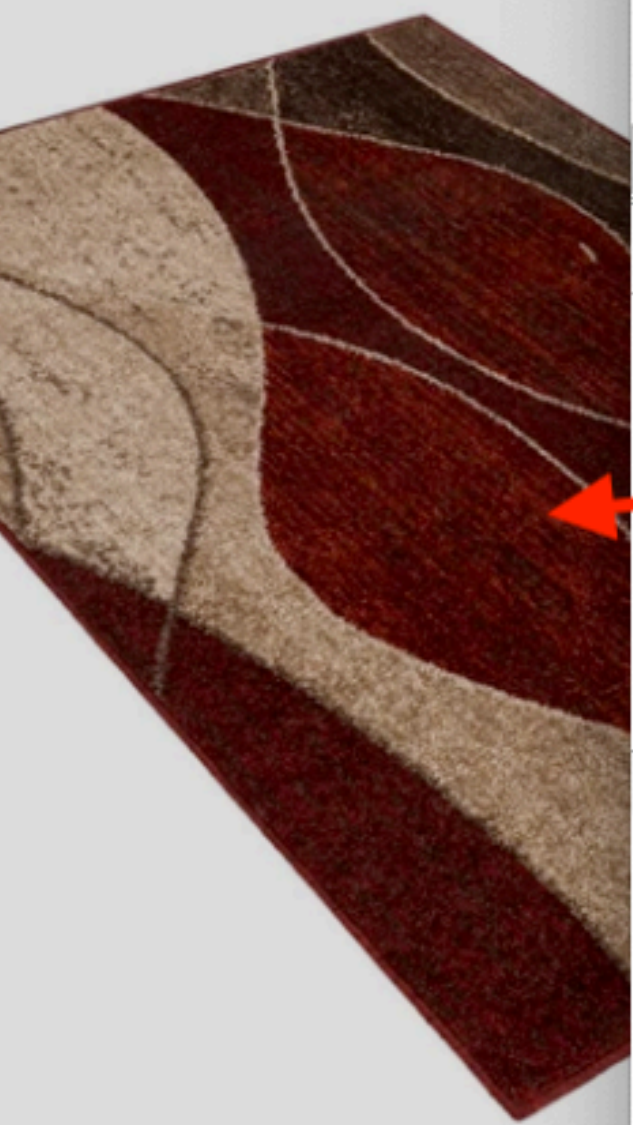
Living Room

Dining Room

Kitchen

Master Bedroom

Ready Accessibility: Good to go



Click on image or receipt link below and the image will appear on left.

RECEIPT ◀

XYZ Company
123 Main Street
Sunnyside, Michigan
555-555-5500
info@xyzcompany.com

BILL TO

Bill & Mary Jones
456 Winter Drive
Sunnyside, Michigan 11111
777-222-6677
BillMaryJ@gmail.com

Area Rugs

Foyer_Receipt_AreaRug.docx							
	A	B	C	D	E	F	G
1	THE HOME INVENTORY LEDGER - FOYER ENTRYWAY						
2			Total Purchase Price	\$ 1,690.00	Total Estimated Value	\$ 795.00	Click on Receipt Link to see a picture of the receipt.
3							
4							
5	Item Name	Quantity	Serial / SKU#	Purchase Price (\$)	Estimated Value (\$)	Image Links	
6	Area Rugs	2	23789	\$ 200.00	\$ 75.00	Foyer_Area Rug.pdf	Foyer_Receipt_AreaRug.docx
7	Glass Table	1	116725	\$ 350.00	\$ 150.00	Foyer_Glass_table.png	Foyer_Receipt_Table.pdf
8	Decorative Lamp	1	346790	\$ 250.00	\$ 100.00	Foyer_Lamp.jpeg	Foyer_Receipt_Lamp.pdf
9	Crystal Figurine	3	677890	\$ 375.00	\$ 200.00	Foyer_Figurines.jpeg	Foyer-Receipt_Figuries.jpeg
10	Lighted Wall Picture	1	555321	\$ 450.00	\$ 250.00	Foyer_Wall_Picture	Foyer_Receipt_Wall_Picture
11	Coat Rack	1	32444	\$ 65.00	\$ 20.00	Foyer_Coat_Rack.jpeg	Foyer_Receipt_CoatRack.pdf
12							
13							
14							
15							
Transformation & Benefits How To Use Your Ledger Inventory Summary Foyer Entryway Living Room Dining Room Kitchen Master Bedroom Jev +							
Ready Accessibility: Good to go							

Click on Receipt Link to see a picture of the receipt.

Foyer Receipt AreaRug.docx

SUBTOTAL	\$200.00
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[Garage](#)
[Outside Storage Areas](#)
[Pool Patio Area](#)
[Total From All Rooms](#)
[Personal Information](#)
[Reflections & Comments](#)
[Keeping Your Ledger Safe](#)
[+](#)



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Responsibility & Privacy Notice

The Home Inventory Ledger by TEBBAL™ Publications LLC

You're in Control

This Home Inventory Ledger is a self-managed organizational system designed to help you document, track, and store personal property details for your own records. All sensitive data—such as photos, receipts, and itemized lists—are entered, managed, and stored only by you.

TEBBAL™ Publications LLC does not collect, store, access, or manage any of your private files or inventory entries. This ensures your privacy and places full control of your documentation in your hands.

Image & Receipt Links (IMPORTANT)

If you insert links to receipt images or photo files within your Ledger, please be aware:

- These links are connected to files stored locally on your personal device (computer, phone, or external drive).
- These files are not uploaded, backed up, or transferred with the Ledger.
- If the Ledger file is moved or shared, the links will only work if the associated image and receipt files are also transferred manually by you.

To maintain access:

- Save your images and receipts in a clearly labeled folder stored with your Ledger.
- Use secure backup methods such as encrypted USB drives, cloud services, or external hard drives.

Sharing with Insurance Companies or Legal Advisors

If you plan to use this system for insurance, estate planning, or legal purposes:

- You are solely responsible for how and with whom your completed inventory is shared.
- Suggested sharing methods include:
 - Printing your records and delivering them physically.
 - Uploading your files to your own secure cloud storage account.
 - Saving all files—including linked images and receipts—on an encrypted flash drive or disc.
 - Sharing individual documents selectively, based on your needs.

Protecting Your Files

We recommend that you:

- Back up your Ledger and all associated image/receipt folders to secure, reliable storage.
- Use password protection or encryption for sensitive content.
- Review and update your inventory regularly to reflect changes.

Disclaimer

TEBBAL™ Publications LLC provides digital tools and templates for personal organizational use only. We do not store, process, or manage customer data. We do not provide legal, financial, or insurance services. You accept full responsibility for how the Home Inventory Ledger and any linked materials are used, stored, or distributed after purchase.

Need Help?

For questions or support using the Ledger template, please contact:
info@tebbalpublications.com

Keep It Up To Date

Review your inventory seasonally or after major purchases. Keeping your file current ensures peace of mind for:

- Insurance claims
- Estate planning
- Resale documentation
- Asset tracking for legacy or investment purposes