



Surplus Inventory Worksheet

Identify, organize, value, and prepare your surplus materials for sale.

1. Inventory Overview

Start with a quick inventory of the materials taking up space. You don't need every detail yet—just enough to identify what you have and where it is.

Material / Product	Category	Qty.	Unit	Condition	Location

2. Value & Pricing

Compare what you originally paid with what comparable material costs today. Then consider condition, availability, lead time, quantity, and the buyer's potential savings.

Material / Product	Original Cost	Current Market	Suggested Price	Goal

Pricing goal: ■ Maximum recovery ■ Faster sale ■ Clear warehouse space

Tip: Surplus materials don't have to be priced at the highest possible number. A realistic price that gives a buyer a clear savings can often turn dead inventory into cash much faster.

3. Listing Preparation Worksheet

Use this section for materials you are ready to list. The information below can be copied directly into a BuildSmart Surplus listing.

Material / Product Name	Example: Armstrong VCT Flooring – Gray
Brand / Manufacturer	Example: Armstrong
Category	Example: Flooring
Quantity Available	Example: 450
Unit of Measure	Example: Square Feet (SF)
Condition	Example: New / Unopened
Color / Style	Example: Gray
Dimensions / Specifications	Model number, size, thickness, etc.
City & State	Example: Charlotte, NC
Pickup / Delivery	Pickup / Delivery / Both

4. Material Description

Record anything that could affect a buyer's decision: packaging, age, opened boxes, damage, installation history, discontinued status, model numbers, or other useful details.

5. Photos & Buyer Information

Photos ready?	☐ Yes ☐ No
Clear photo of actual material?	☐ Yes ☐ No
Packaging / label photo?	☐ Yes ☐ No
Pickup / delivery details ready?	☐ Yes ☐ No

6. Listing Notes & Next Steps

Use this page to capture the final details you want to remember before creating your listing.

Simple Pre-Listing Checklist

■ I know exactly what material I have.
■ I have counted or estimated the quantity accurately.
■ I know the condition and any limitations.
■ I have checked comparable pricing.
■ My asking price gives the buyer a reason to act.
■ I have clear photos of the actual material.
■ I know where the material is located.
■ I know whether pickup, delivery, or both are available.

Ready to turn surplus into opportunity?
Use your completed worksheet to create a listing on BuildSmart Surplus and connect with buyers looking for materials just like yours.