



Music Store Instrument Inventory Checklist

 Show only Checklist

Display Style
Default 

Initial Setup & Information

Gather necessary details before the inventory process begins.

Inventory Date

Enter date...

Inventory Start Time

Enter time...



Inventory Counter ID

Enter a number...

Inventory Counter Name

Write something...

Purpose of Inventory

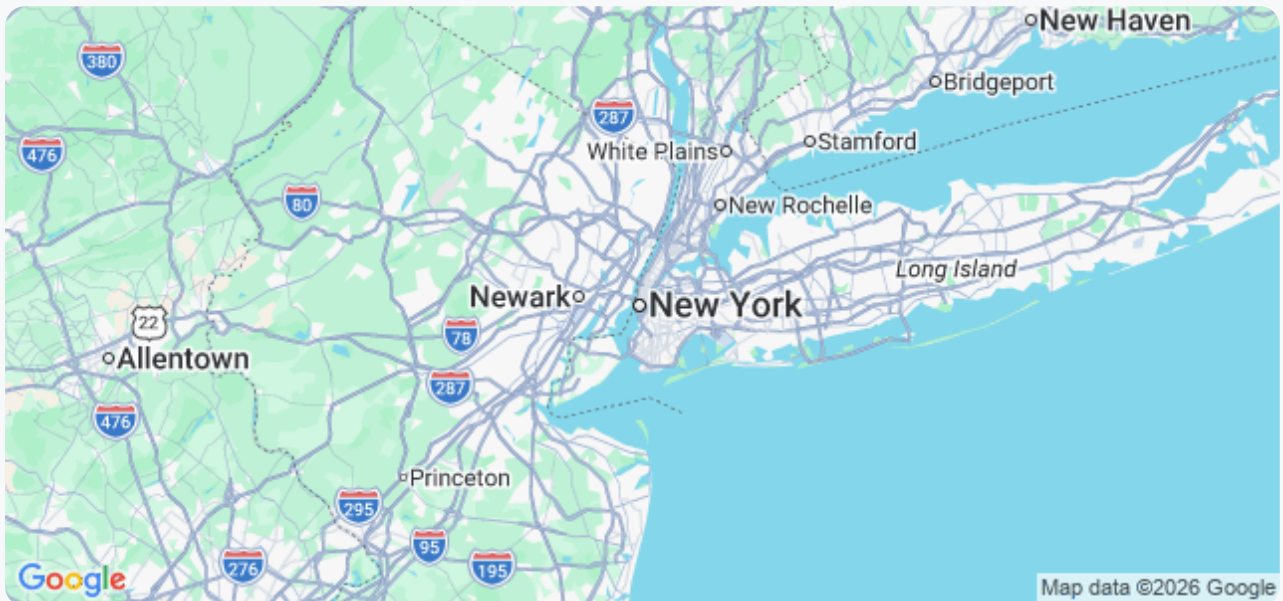
Write something...

Inventory Type

- ☐ Full Inventory
- ☐ Cycle Count
- ☐ Spot Check

Inventory Location

 [Set My Current Location](#)



Guitar & Bass Inventory

Detailed check of guitars and bass guitars, including model, serial number, condition, and accessories.

Serial Number

Enter a number...

Brand

- ☐ Fender
- ☐ Gibson
- ☐ Martin
- ☐ Ibanez
- ☐ Yamaha
- ☐ PRS
- ☐ Other

Model

- ☐ Stratocaster
- ☐ Les Paul
- ☐ Telecaster
- ☐ SG
- ☐ Acoustic Dreadnought
- ☐ Bass – Precision
- ☐ Bass – Jazz
- ☐ Other

Year of Manufacture

Enter a number...

Finish/Color

- ☐ Sunburst
- ☐ Black
- ☐ Cherry
- ☐ Natural
- ☐ Blue
- ☐ Green
- ☐ Other

Condition Notes (Damage, Repairs)

Write something...

Estimated Value (USD)

Enter a number...

Action (Playability)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Needs Adjustment

Keyboard & Synthesizer Inventory

Record details of keyboards and synthesizers.

Model Name

Write something...

Serial Number

Write something...

Purchase Price

Enter a number...

Current Value (Estimated)

Enter a number...

Condition (Excellent, Good, Fair, Poor)

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Notes/Details (e.g., modifications, repairs)

Write something...

Date of Last Service/Repair

Enter date...

Photo of Keyboard

 Upload File

Drums & Percussion Inventory

Check drums, cymbals, and other percussion instruments.

Drum Kit Serial Number

Enter a number...

Drum Kit Type

- ☐ Acoustic
- ☐ Electronic
- ☐ Hybrid

Number of Cymbals

Enter a number...

Cymbal Type

☐ Hi-Hat

☐ Crash

☐ Ride

☐ Splash

Drum Head Condition Rating (1-5)

Enter a number...

Notes on Condition / Damage

Write something...

Snare Drum Brand

☐ Pearl

☐ Tama

☐ Yamaha

☐ Ludwig

Last Tuning Date

Enter date...

Amplifier & Effects Inventory

Verify amplifiers, pedals, and effects units.

Serial Number

Manufacturer

Type (Amp/Effect)

☐ Amplifier

☐ Effect Pedal

Model Name

Wattage (if applicable)

Power Supply

- ☐ 9V
- ☐ 12V
- ☐ Other

Notes (Damage, Modifications)

Write something...

Photo of Unit

 Upload File

Strings & Accessories

Account for strings, picks, cables, tuners, and other related accessories.

Guitar String Gauge (E)

Enter a number...

Bass String Gauge (E)

Enter a number...

String Brand

- ☐ Ernie Ball
- ☐ D'Addario
- ☐ Elixir
- ☐ Martin
- ☐ Other

Pick Thickness (mm)

Enter a number...

Cable Type

- ☐ Instrument Cable
- ☐ Speaker Cable
- ☐ Patch Cable

Tuner Batteries (Count)

Enter a number...

Notes on Accessories Condition

Write something...

Sheet Music & Books

Inventory sheet music, instructional books, and songbooks.

Quantity

Title

Composer/Author

Edition Number

Genre

- ☐ Classical
- ☐ Pop
- ☐ Jazz
- ☐ Rock
- ☐ Blues
- ☐ Instructional

Date of Purchase/Acquisition

Enter date...

Price Paid

Enter a number...

Condition

- ☐ New
- ☐ Like New
- ☐ Good
- ☐ Fair
- ☐ Poor

Condition Assessment

Document any damages, repairs needed, or cosmetic imperfections.

Scratch Depth (mm)

Enter a number...

Neck Straightness

- ☐ Perfect
- ☐ Slight Bow
- ☐ Moderate Bow
- ☐ Significant Bow

Frets - Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Describe any cosmetic damage

Write something...

Hardware - Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Estimated Repair Cost (\$)

Upload Photo of Damage

 Upload File

Location & Storage

Verify instruments are in correct storage locations and accessible.

Rack Number

Shelf Number

Bin Number

Storage Type

- ☐ Rack
- ☐ Floor
- ☐ Display Case
- ☐ Locked Storage

Accessibility

- ☐ Easy
- ☐ Moderate
- ☐ Difficult

Storage Notes

Write something...

Final Review & Discrepancy Reporting

Compare physical count to records, note any discrepancies, and take corrective actions.

Total Items Counted

Enter a number...

Expected Items Count

Enter a number...

Discrepancy Quantity

Enter a number...

Discrepancy Explanation (e.g., loss, theft, misplacement)

Write something...

Discrepancy Category

- ☐ Loss
- ☐ Theft
- ☐ Misplacement
- ☐ Data Entry Error
- ☐ Other

Discrepancy Reported Date

Enter date...

Discrepancy Reported Time

Enter time...

Reported By (Employee Name)

Write something...