



# 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**

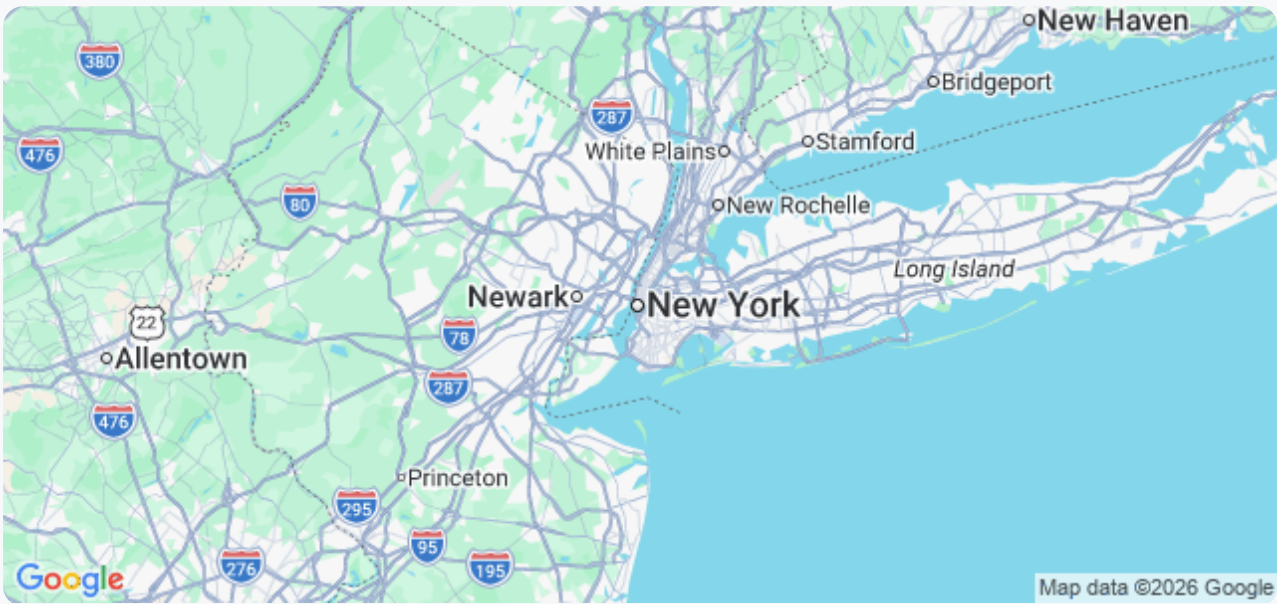
Write something...

### 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

Enter a number...

## Manufacturer

Write something...

## Type (Amp/Effect)

Amplifier

Effect Pedal

## Model Name

Write something...

## Wattage (if applicable)

Enter a number...

### 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

Enter a number...

## Title

Write something...

## Composer/Author

Write something...

## Edition Number

Enter a 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...