

Keeping Track of Your Instrument Wood

How to Take a Wood Inventory

Follow these directions to protect your wood stocks for future use or sale.

1. **Utilize** all of the interactive elements on the pages that follow by opening this PDF with [Adobe Acrobat Reader](#) or use this file as a guide to create your own inventory form on your own business letterhead.
2. **Separate all species** and list material, species, and country of harvest and list in chart.
3. **Count** all wood, including ebony pieces and parts, and enter in chart.
4. **Weigh** all wood in kilograms and enter in chart.
5. **Photograph** the organized pile(s) of wood stock (not individual pieces). Include/add a date stamp into the photo. This can be done via your cellphone camera's settings or a third-party app ([Android options](#) | [iPhone options](#)).
6. **Notarize** the document: sign and date it in front of the notary.
7. **Add** the appropriate page numbers in each page footer.
8. **Save** this inventory and supporting documents in a safe place to satisfy future requirements. Requirements will vary from country to country. **In the US, there is no need at this time to send this to CITES management.**
9. **Update** your inventory regularly in order to keep it reasonably close to the actual wood in your workshop. For individual makers, perhaps once a year would even be sufficient. As instruments are sold, stocks are replenished,* and/or wood is found unsuitable for instrument making, the numbers will need to be updated. Save these instructions for regular use.

**Purchase wood only from sources that can provide you with documentation verifying the legality of the wood. If selling wood, provide buyer with a copy of this document. They will need it to provide to musicians and shops for future instrument or wood sales.*



Instrument Wood Inventory

Maker / Owner

NAME

STREET ADDRESS

CITY, STATE, ZIP, COUNTRY

PHONE

EMAIL

Click here
to add
YOUR LOGO

Instrument Woods Material / Scientific Name (<i>genus species</i>) / Country of Harvest	Number of Billets	Total Weight of Billets in kgs	Number of Pieces and/or Parts	Total Weight of Pieces and/or Parts in kgs	1	Purchase Date & Documentation
					2	Sustainable Wood Certification Number & Certifier
					1	P info available? <input type="checkbox"/> Yes <input type="checkbox"/> No
					2	SWC info stored where?
					1	P info available? <input type="checkbox"/> Yes <input type="checkbox"/> No
					2	SWC info stored where?
					1	P info available? <input type="checkbox"/> Yes <input type="checkbox"/> No
					2	SWC info stored where?
					1	P info available? <input type="checkbox"/> Yes <input type="checkbox"/> No
					2	SWC info stored where?

Initials _____ Date _____ Notary Initials _____ Date _____



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					2	SWC info stored where?
					1	P info available? <input type="checkbox"/> Yes <input type="checkbox"/> No
					2	SWC info stored where?
					1	P info available? <input type="checkbox"/> Yes <input type="checkbox"/> No
					2	SWC info stored where?
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					2	SWC info stored where?
					1	P info available? <input type="checkbox"/> Yes <input type="checkbox"/> No
					2	SWC info stored where?

Initials _____ Date _____ Notary Initials _____ Date _____



Instrument Wood Photo(s)

Click here
to add
PHOTO 1

...

Click the remaining quadrants
to add up to three more photos.

*

*

*



Instrument Wood Photo(s)

Click here
to add
PHOTO 1
...
Click the remaining quadrants
to add up to three more photos.

*

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A notary public
or other officer
completing this
certificate verifies
only the identity
of the individual
who signed the
document to which
this certificate is
attached, and not
the truthfulness,
accuracy, or validity
of that document.

By signing below, I certify to the best of my knowledge and belief that the information furnished above is true and correct. Furthermore, this wood was in my possession prior to February 23, 2023.

Signature _____ **Date** _____

Printed name _____

State of _____ County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____,

by _____, proved to me on the basis of satisfactory evidence

to be the person(s) who appeared before me.

WITNESS my hand and official seal.

Signature of Notary _____

