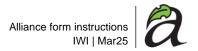
Keeping Track of Your Instrument Wood

How to Take a Wood Inventory

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

- 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.

- 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 Inventor
NAME	
$\overline{\mathfrak{p}}$	

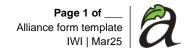
STREET ADDRESS

CITY, STATE, ZIP, COUNTRY

PHONE EMAIL

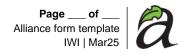
Click here to add YOUR LOGO

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



Initials	Date	Notary Initials	Date
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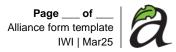
Instrument Woods	Number of Billets	Total Weight of	Number of Pieces and/or Parts	Total Weight of Pieces	1	Purchase Date & Documentation
Material / Scientific Name (genus species) / Country of Harvest		Billets in kgs		and/or Parts in kgs	2	Sustainable Wood Certification Number & Certifier
					1	P info available? ☐ Yes ☐ No
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					2	SWC info stored where?
					1	P info available? ☐ Yes ☐ No
					2	SWC info stored where?
					1	P info available? ☐ Yes ☐ No
					2	SWC info stored where?
					1	P info available? ☐ Yes ☐ No
					2	SWC info stored where?
					1	P info available? ☐ Yes ☐ No
					2	SWC info stored where?
					1	P info available? ☐ Yes ☐ No
					2	SWC info stored where?
					1	P info available? ☐ Yes ☐ No
					2	SWC info stored where?
					1	P info available? ☐ Yes ☐ 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.		
*	*	

	Instr	ument Wood Pho	to(s)		
Click here to add PHOTO 1 Click the remaining qua to add up to three more	ndrants photos.			*	
	-				
*				*	



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 m	e on this	day of	, 20
by	, proved to me o	on the basis of satisfactory	v evidence
to be the person(s) who appeared before me.			
WITNESS my hand and official seal.			
Signature of Notary			

