INVENTORY AND CONDITION REPORT FORM

Your Name: ___________________________ Today’s Date: ___________________________

Object Number: ___________________________ Object Location: ___________________________

Object Name (i.e. shoe, hammer, etc.): __________________________________________

Object color(s): _____________________________________________________________

What is the object made of: _____________________________________________________

Dimensions: Height: __________ Width: __________ Length: __________ Diameter: ______

Marks (Write EXACTLY as they appear): Location on Object:
Manufacturer’s name, city/state/country: ___________________________ ___________________________
_________________________________________________________________________________
Brand names: ___________________________ ___________________________
Inscriptions: ___________________________ ___________________________
Other: ___________________________ ___________________________

Condition:

Compare the object you have to what it would have looked like brand new.

Check all that match your object: Where is the damage on the object?

_____ Discoloration—due to age/use

_____ Discoloration—water damage

_____ Discoloration—dirt/grease/other residue

_____ Discoloration—paint spots

_____ Scratches

_____ Cracking

_____ Rust

_____ Loss—minor surface loss due to use/wear

_____ Loss—broken, chipped, missing a piece

_____ Bent/warped/disfigured

_____ Tears

_____ Other—anything not listed above

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