

Using the Documentation Report PDF

The electronic version of the Documentation Report can be used in two formats. A printout of the form and diagrams can be filled out by hand so that copies can be kept either on file or with the instrument or bow. Alternatively, the form and diagrams can be completed electronically; the electronic version, accompanied by other digital images and files, can then be stored, copied, or distributed as necessary. As with all electronic data, backup procedures should be carried out regularly to prevent accidental loss.

Electronic Format and Software

For best results the PDF with editable form fields should be filled out and printed using **ADOBE READER 9.0 OR LATER**. Adobe Reader is free and can be downloaded at www.adobe.com. To complete the form electronically, first copy it to the hard drive of your computer, and then use **SAVE AS** to save a new copy of the form under an appropriate name and in an appropriate directory or folder.

ID Code

Please note that with the electronic forms and diagrams, the instrument or bow ID Code entered on the first page will automatically appear at the top of each subsequent page.

Adding Images of Maker's Labels and Brands

Scans or digital photographs of instrument labels and brands, or bow brands, can be added to the PDF in the boxes provided. To do this, open the image file in an image editor (such as Photoshop) and adjust the image as necessary. For best results, adjust the image size to the approximate dimensions of the box on the form so that the file will not be larger than necessary. Using a **MARQUEE**, **SELECT** and **COPY** the required portion of the image. **CLICK THE CURSOR** on the page of the PDF where the image is to be added (*not* in an editable field) and **PASTE** the image. Once the image is pasted onto the page, **CLICK** on it to **MOVE** it into the box and **RESIZE** it as necessary. Note that for good print quality the image should be at least 150 dpi, but this will significantly increase the size of the saved PDF.

Instrument Documentation Report: Concise Examination

INSTRUMENT ID CODE:

1 IDENTIFICATION AND INSCRIPTIONS

A IDENTIFICATION

Type of instrument: violin ☐ viola ☐ cello ☐ bass ☐ other:

ORIGIN

Country: Region and town or city:

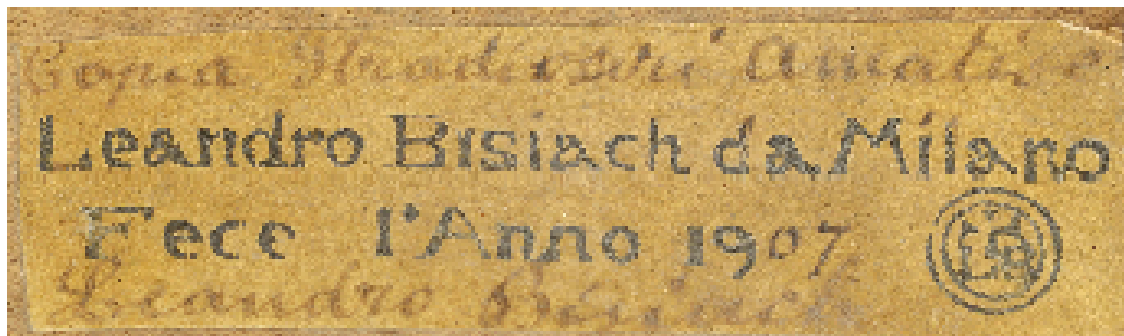
Maker: Year made:

School, tradition, etc.:

B INSCRIPTIONS

LABEL: yes ☐ no ☐ If yes: original ☐ copy ☐ fake ☐

Copy the label as closely as possible or paste an image.



Wording:

.....
.....
.....

Description (additional features):

.....

BRANDING: yes ☐ no ☐ If yes: original ☐ copy ☐ fake ☐

Placement:

Copy the brand or paste an image.



2 OWNERSHIP AND LEGAL STATUS

A CURRENT OWNERSHIP AND USE

CURRENT OWNER(S)

Individual ☐ organization ☐

Name:

Town or city: Country:

Date of purchase:

CURRENT PLAYER(S)

Name(s):

Town or city: Country:

Type of use:

B OFFICIAL DOCUMENTATION

Append copies of all official or legal documents to the Documentation Form.

CERTIFICATE(S) OF AUTHENTICITY: yes ☐ no ☐

(a) Issued by:

.....

Name and specialty of person signing certificate
(violin maker, expert appraiser, scientist):

.....
.....

Date of certificate:

(b) Issued by:

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Name and specialty of person signing certificate
(violin maker, expert appraiser, scientist):

.....
.....

Date of certificate:

INSURANCE APPRAISAL(s): yes ☐ no ☐ Number (if yes):

Details and comments:

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CONDITION REPORT(s): yes ☐ no ☐ Dates (if yes):

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CONDITION UPDATE(s): yes ☐ no ☐ Dates (if yes):

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Details and comments:

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INTERVENTION REPORT(s): yes ☐ no ☐ Dates (if yes):

Details and comments:

3 INSTRUMENT EXTERIOR

A BACK PLATE

See Concise Documentation Diagrams 1, 3, 4.

Original: yes ☐ no ☐

WOOD

Type:

Pieces: one ☐ two ☐ more than two ☐

Cut: quarter ☐ slab ☐ semi-slab ☐ split ☐ sawn ☐

Annual ring spacing: narrow ☐ medium ☐ wide ☐ even ☐ uneven ☐

Figure (type, direction, strength, width):

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Distinctive features of wood (knots, resin pockets):

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ARCHING (description):

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PURFLING

Original: yes ☐ no ☐

Material(s):

LOCATING PINS: yes ☐ no ☐

GENERAL DESCRIPTION OF BACK PLATE EXTERIOR

General character (tool marks, angles, idiosyncrasies):

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Interventions:

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Overall condition: excellent ☐ good ☐ fair ☐ poor ☐ very poor ☐

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B TOP PLATE

See Concise Documentation Diagrams 2, 3, 4.

Original: yes ☐ no ☐

WOOD

Type:

Pieces: one ☐ two ☐ more than two ☐

Cut: quarter ☐ slab ☐ semi-slab ☐ split ☐ sawn ☐

Annual ring characteristics

Spacing: narrow ☐ medium ☐ wide ☐ even ☐ uneven ☐

Definition: blurry ☐ sharp ☐

Fadeout direction:

Distinctive features of wood (knots, resin pockets, bear claws):

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.....

ARCHING (description):

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PURFLING

Original: yes ☐ no ☐

Material(s):

LOCATING PINS: yes ☐ no ☐

F-HOLES

Cut, shape, and orientation:

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Fluting: yes ☐ no ☐ Description (if yes):

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GENERAL DESCRIPTION OF TOP PLATE EXTERIOR

General character (tool marks, angles, idiosyncrasies):

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Interventions:

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Overall condition: excellent ☐ good ☐ fair ☐ poor ☐ very poor ☐

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C RIBS

See Concise Documentation Diagram 3.

Original: yes ☐ no ☐ Details (if no):

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Ribs mortised into back plate: yes ☐ no ☐

WOOD

Type:

Cut: quarter ☐ slab ☐

Figure (type, direction, strength, width):

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Distinctive features of wood:

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UPPER-BOUT RIBS

One piece ☐ two pieces ☐ other:

C-BOUT RIBS

Description of corner rib joints:

LOWER-BOUT RIBS

One piece ☐ two pieces ☐ other:

GENERAL DESCRIPTION OF RIB EXTERIOR

General character (tool marks, angles, idiosyncrasies):

Interventions:

Overall condition: excellent ☐ good ☐ fair ☐ poor ☐ very poor ☐

D NECK, FINGERBOARD, AND NUT

See Concise Documentation Diagram 5.

NECK

Original: yes ☐ no ☐

Wood

Type (if different from scroll):

Cut: quarter ☐ slab ☐ semi-slab ☐

Figure (type, direction, strength, width):

Distinctive features of neck:

FINGERBOARD

Original: yes ☐ no ☐

Wood type(s):

NUT

Original: yes ☐ no ☐

Material(s):

GENERAL DESCRIPTION OF NECK,

FINGERBOARD, AND NUT

General character (tool marks, angles, idiosyncrasies):

Interventions:

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Overall condition: excellent ☐ good ☐ fair ☐ poor ☐ very poor ☐

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E SCROLL

See Concise Documentation Diagram 6.

Original: yes ☐ no ☐

WOOD

Type:

Cut: quarter ☐ slab ☐ semi-slab ☐

Figure (type, direction, strength, width):

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Distinctive features of wood:

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GENERAL DESCRIPTION OF SCROLL

General character (tool marks, angles, idiosyncrasies):

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Interventions:

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Overall condition: excellent ☐ good ☐ fair ☐ poor ☐ very poor ☐

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4 SURFACES

SUBSTRATE

Colour of wood:

GROUND

Colour:

VARNISH

Colour:

Thickness:

PATINA

Degree of patination:

GENERAL DESCRIPTION

OF SURFACES

General character:

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Interventions (retouch):

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Overall condition: excellent ☐ good ☐ fair ☐ poor ☐ very poor ☐

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5 OBSERVATIONS ON STYLE

Details:

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Consistency:

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6 OVERALL ASSESSMENT

Interventions:

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Overall condition of instrument: excellent ☐ good ☐ fair ☐ poor ☐ very poor ☐

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Additional remarks:

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Instrument examined by:

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Institution or business:

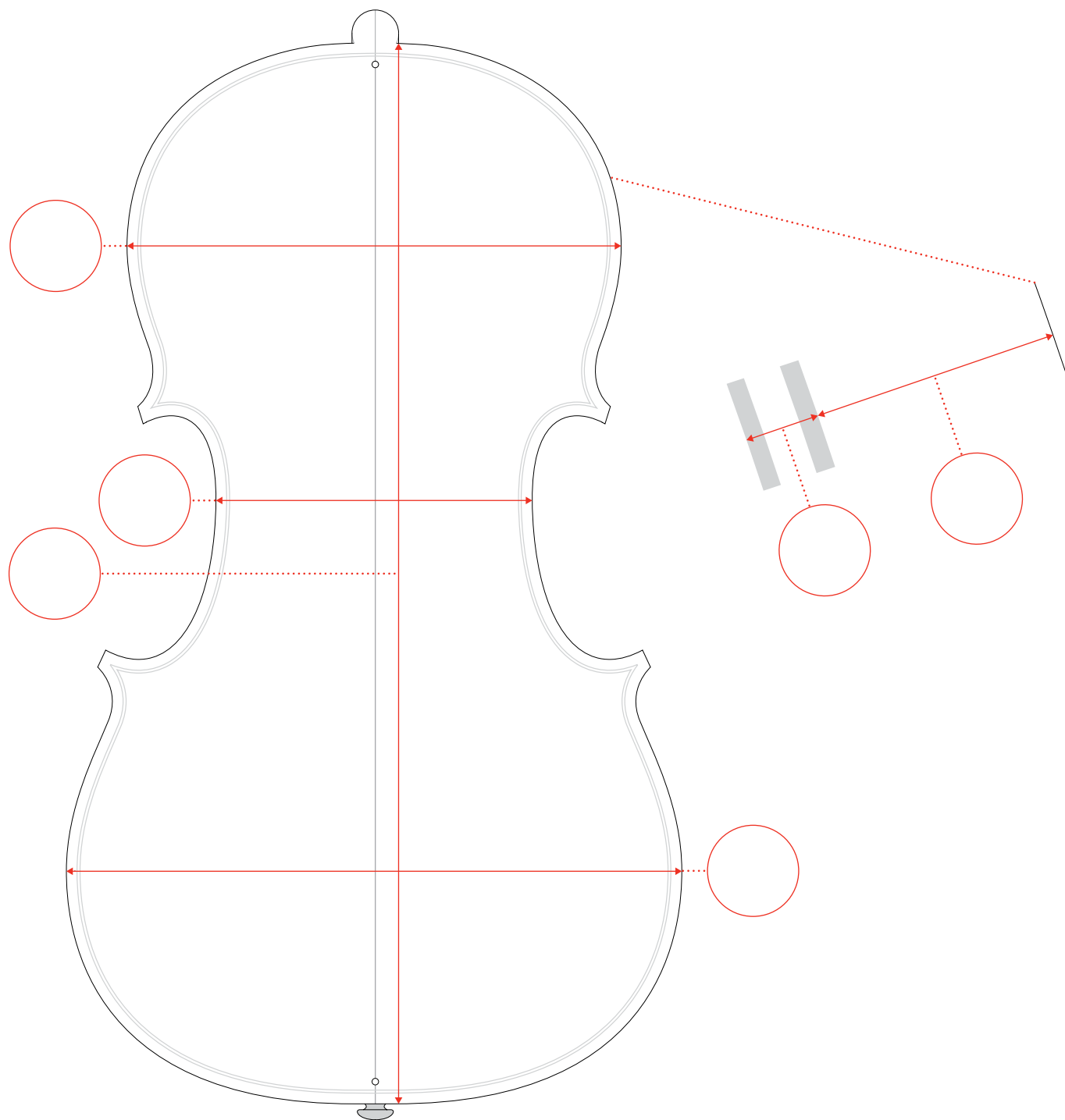
.....

Town or city:

Country:

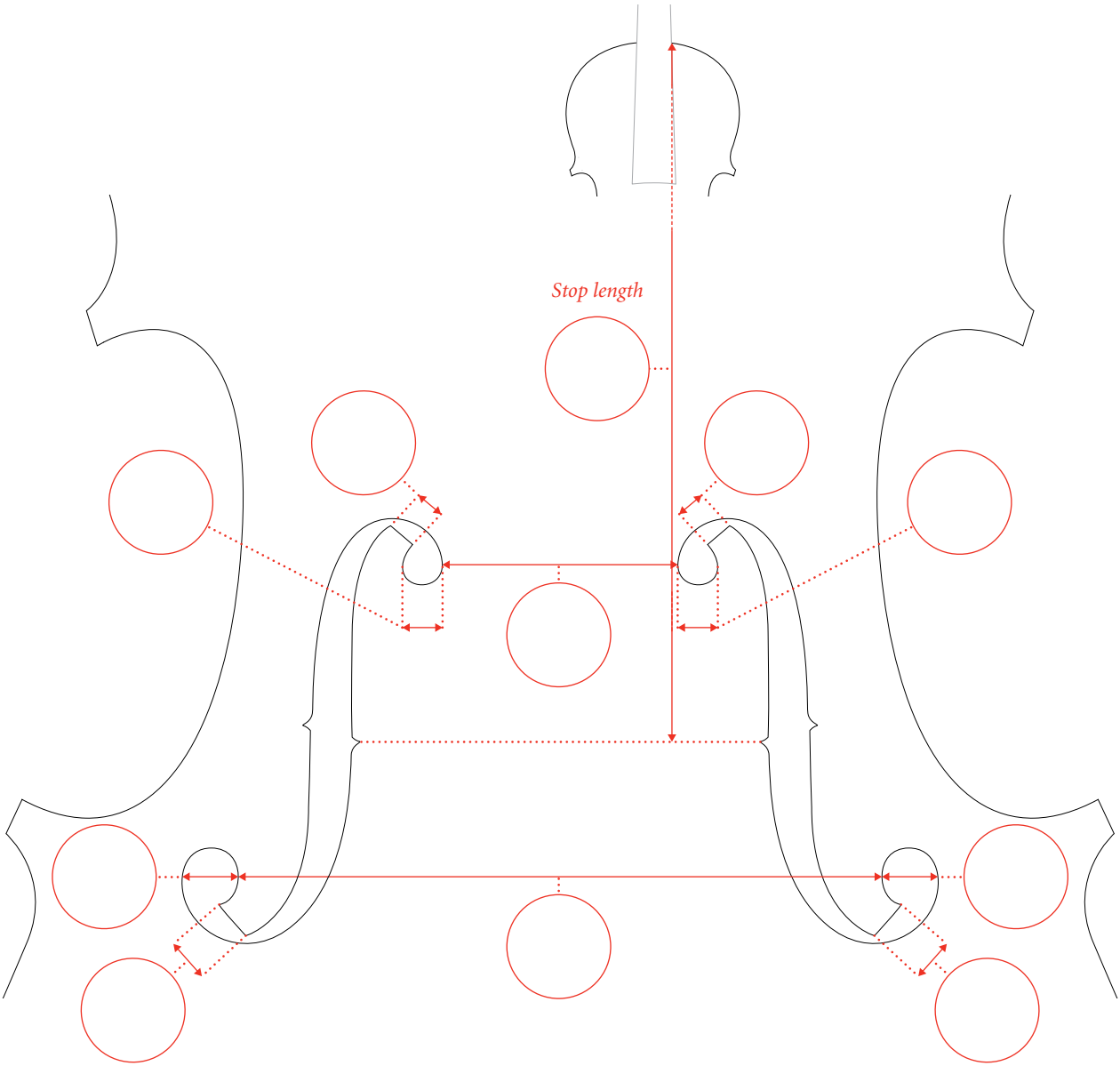
Signature(s):

Date:

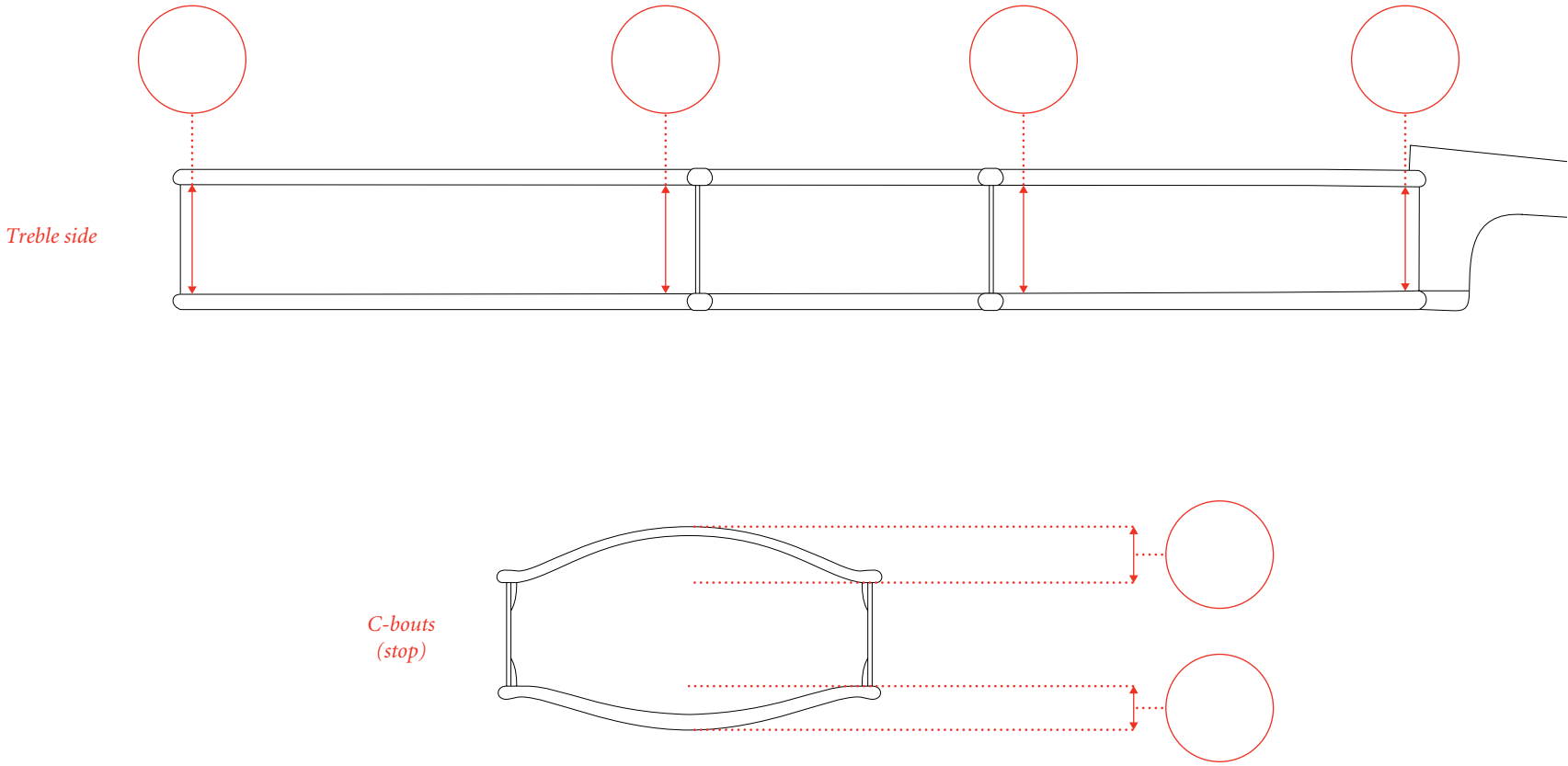


Unit of measurement: mm ☐ other:

Measuring tools used:

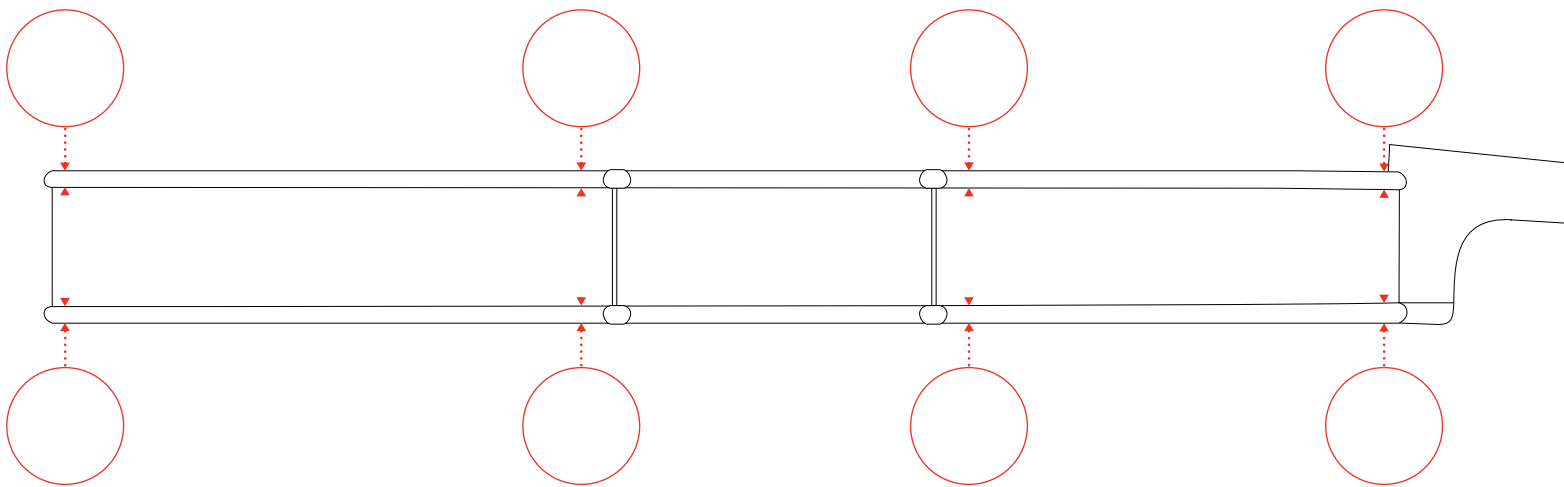


Unit of measurement: mm ☐ other:
Measuring tools used:



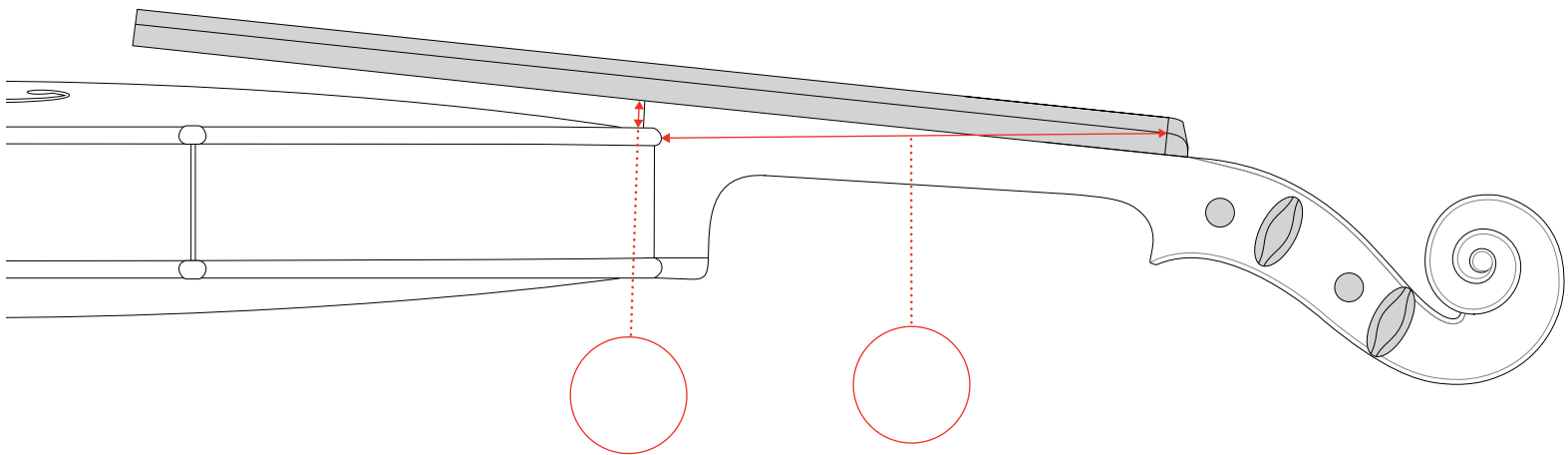
Unit of measurement: mm ☐ other:

Measuring tools used:



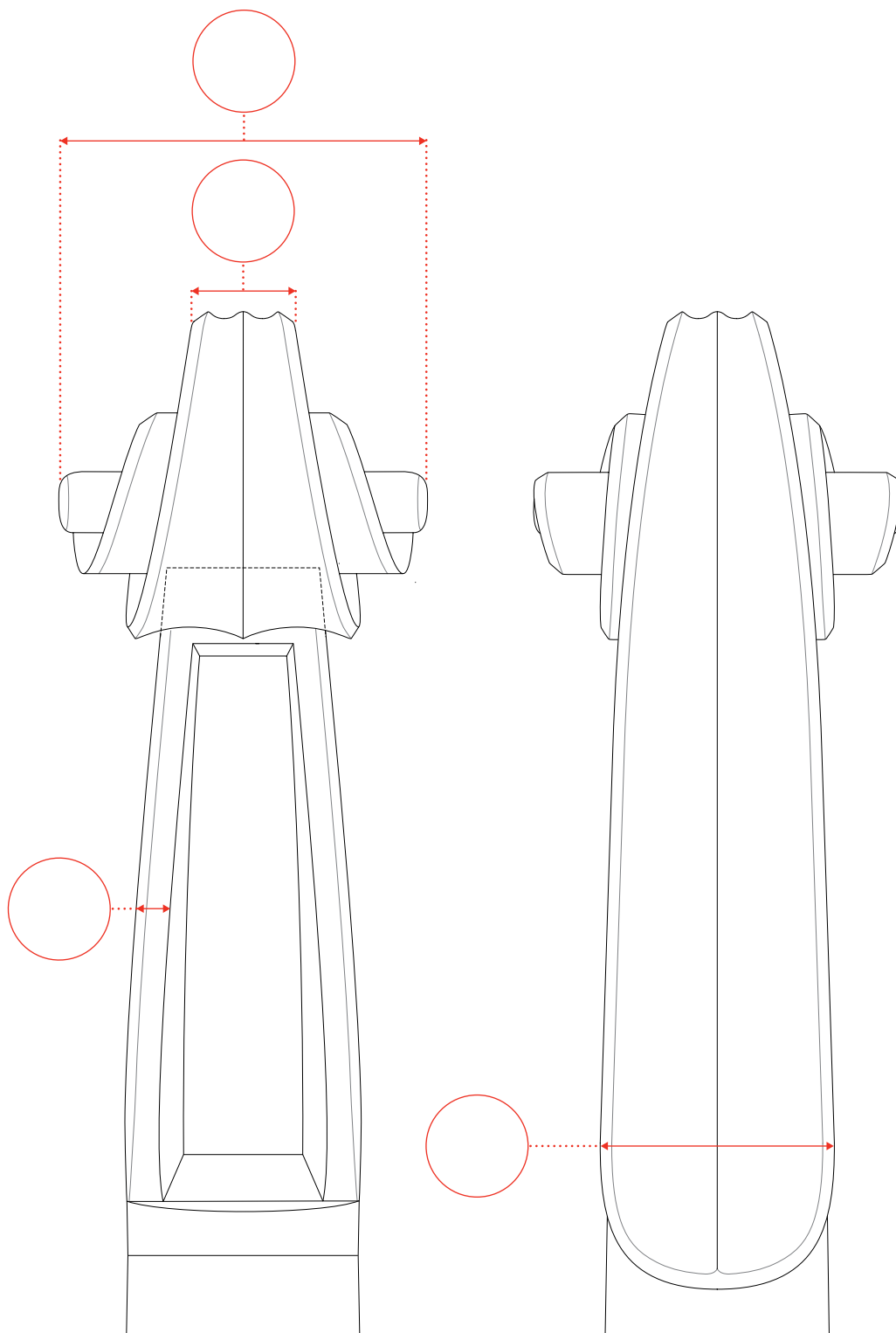
Unit of measurement: mm ☐ other:

Measuring tools used:

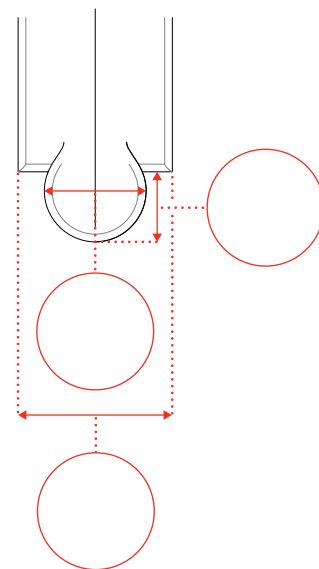


Unit of measurement: mm ☐ other:

Measuring tools used:



Cello



Unit of measurement: mm ☐ other:

Measuring tools used: