

NYC-Guitars.com Guitar Setup Checklist

- Customer Name: _____
- Address: _____
- Email: _____
- Phone: _____
- Guitar Make and Model, Year: _____
- Serial / Reference Number: _____
- Technician Name: _____

Received Metrics

- Height of strings at 3rd fret when guitar was received: _____
- Height of strings at 12th fret when guitar was received: _____
- Radius of fret board: _____
- The High E string gauge when guitar was received: _____
- The Low E string gauge when guitar was received: _____
- High Frets? Yes / No
- Which ones: 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19
20 21 22 23 24
- Noticeable Marks or Defects: _____
- Requirements / Requests: _____

Return Metrics

- Height of strings at 3rd fret when guitar was returned: _____
- Height of Strings at 12th fret when guitar was returned: _____
- Radius of fret board: _____
- The High E string gauge when guitar was returned: _____
- The Low E string gauge when guitar was returned: _____
- High Frets? Yes / No : Which ones: _____
- Needs new frets: Yes / No
- Noticeable Marks or Defects: _____
- Notes / Observations / Follow-up:

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- Process - Done | Not Required
- 01. Clean, check and test electronics and internals
- 02. Tighten tuning keys, input jack and screws
- 03. Determine if there are high frets
- 04. Level, crown and polish high frets
- 05. Adjust neck so it is as straight as guitar will allow
- 06. Lubricate Nut (Nut Sauce / LubriKit / LuberKit)
- 07. Clean and/or Oil Fret Board
- 08. Fit New Strings
- 09. Set Action to desired height, tune guitar and set intonation
- 10. Set bridge radius to radius of fret board if needed
- 11. Set Pickup height
- 12. Adjust bridge and whammy bar (electric) / File and lower bridge (acoustic)
- 13. Cut new bridge or shim bridge up (acoustic)
- 14. Check Bracing (acoustic)
- 15. Clean and polish guitar, ready for collection

• Tech Notes / Issues:

• Hour and Date of Completion: _____

• Technician Signature: _____

• Customer Receipt Sign-off: _____

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- Customer Name: _____
- Date of Completion: _____
- Email: _____
- Phone: _____
- Guitar Make and Model, Year: _____
- Serial / Reference Number: _____
- Technician Name: _____

- 1) Neck relief at 8th fret: _____
- 2) Low E action at 1st fret: _____
- 3) High E action at 1st fret: _____
- 4) Low E action at 12th fret: _____
- 5) High E action at 12th fret: _____
- 6) Low E action at 17th fret w/ capo: _____
- 7) High E action at 17th fret w/ capo: _____
- 8) Bridge Float: _____

9) String Height at Saddle:

- E: _____
- A: _____
- D: _____
- G: _____
- B: _____
- E: _____

10) Intonation Check:

- E: _____
- A: _____
- D: _____
- G: _____
- B: _____
- E: _____

- 11) String spacing at nut: _____
- 12) String spacing at bridge: _____
- 13) Nut slot depth: _____
- 14) Tuning stability variance: _____
- 15) Fret buzz: _____
- 16) Output jack torque: _____
- 17) Tuning machines torque: _____
- 18) Bridge pickup height on High E: _____
- 19) Bridge pickup height on Low E: _____
- 20) Neck & middle pickup height on High E: _____
- 21) Neck & middle pickup height on Low E: _____

NYC-Guitars.com 60+ Point Setup Inspection

Maintenance & Detailing:

1. Check body front for cracks or damage.
2. Check body back for cracks or damage.
3. Check body sides for cracks or damage.
4. Check headstock for cracks or damage.
5. Check and tighten tuning machines/keys.
6. Check nut height, slot depth and lubricate.
7. Polish and wax painted surfaces (using poly & nitro safe products only).
8. Wax back of neck for optimal playability.
9. Inspect frets for high spots and wear. Polish frets to a high shine.
10. Inspect side dots.
11. Inspect inlays. Reseat any loose inlays.
12. Inspect cutaways.
13. Inspect neck joint for possible cracks
14. Inspect pickguard and cover plates.
15. Humidify guitar in 45% humidity chamber if necessary.

Setup:

1. Adjust truss rod to manufacturer recommended (or customer requested) relief.
2. Setup bridge float to manufacturer recommended (or customer requested) height.
3. Setup saddle height to manufacturer recommended (or customer requested) height.
4. Shave down or shim up bridge saddle and/or nut on acoustic guitars as required.
5. Lubricate tuning machines for proper operation
6. Adjust pickup height to manufacturer recommended (or customer requested) height.
7. Check output jack for proper operation and tighten if necessary
8. Check strap buttons and tighten if necessary
9. Check that all screws and hardware are mounted and tightened properly
10. Perform shielding requirement test by subjecting the guitar to a shake, rattle and vibration test

Playability:

1. Stretch new strings.
2. Check for optimal tuning stability and adjust as necessary.
3. Check all open strings for string buzz.
4. Re-check string action height and set to manufacturer's recommended or customer requested specs.
5. Re-Check intonation with strobe tuner and adjust as needed.
6. Play all notes on the fretboard to check for buzzing or high frets.
7. Play half-step bends to check for fretting out.
8. Play full-step bends to check for fretting out.
9. Play a variety of chords and styles to check for comfort and playability.
10. Retune guitar

Electronics (If applicable):

1. Check volume and tone pots.
2. Check output jack.
3. Check pickup selector switch on all settings.

4. Test any specialized switching (Fender s-1, coil tap, etc.)
5. Check pickups for clarity.
6. Check Piezo functions (if applicable)
7. Test MIDI functions (if applicable)
8. Test push/pull pots (if applicable)
9. Test onboard tuner (if applicable)
10. Test onboard preamp and effects (if applicable)

Final Prep:

1. Give guitar one final polish.
2. Wax front, headstock neck, back and sides of body for a mirror-like shine and optimal paint protection. Re-check for even coverage.
3. Inspect bag or case zippers or latches.
4. Case/Gig Bag/Box Contents (If applicable):
5. Print Owner's Manual with manufacturer recommended setup specs.
6. Complete and mail in warranty form if guitar is not yet registered.
7. Hang Tags (for new guitars only).
8. Certificate of Authenticity (for new guitars only).
9. Include NYC-Guitars.com 1-Year Setup & Repair warranty card.
10. Bumper Stickers (for new guitars only).
11. Check tremolo arm and spring.
12. Tighten tremolo/bridge cover.
13. Document truss rod wrench and hex key sizes for future reference.
14. Check bridge pins. Replace worn out ones.
15. Power supply (if applicable).
16. Tighten strap locks (if applicable).
17. Humidifier (if applicable).

Packaging / Shipment (If applicable):

1. Pack guitar into shipping box with proper packing material.
2. Insure guitar for full value.
3. Verify correct shipping address and tracking information.