

Art Inventory Form

Inventory Reference No: _____

Circle or complete as appropriate below. Provide as much information as you can, using a different form for each artwork.

Artist name: _____

Signature: Is the work signed? Yes / No If yes, where? _____

Title of artwork: _____

Date of artwork: _____ If date is on the artwork, where? _____

Category: Painting / Print / Photograph / Drawing / Sculpture / Other (*specify*) _____

Media (materials used): _____

Dimensions (h x w x d): Unframed / unenclosed size: _____ Measure: m / cm / mm / other (*specify*) _____
Framed / overall size: _____ Measure: m / cm / mm / other (*specify*) _____

Edition number: *Applicable to prints / photographs / some sculptures. Specify N/A if not applicable* _____

Image / Description: *Attach photographs if you have them. Describe any distinguishing features / imperfections* _____

Acquisition details: *Specify how / when / where acquired:* _____

Value of artwork: Purchased for: _____ Date: _____
Value in most recent appraisal / valuation (if any): _____ Date: _____

Supporting Documents: *Specify here any supporting documents you have, and where those documents are held* _____

Condition of artwork: *Note here any damage or conservation repairs. For repairs, specify when repaired / by whom* _____

Location of artwork: _____