

Gallery Consignment Inventory Sheet

SAMPLE

Input Labels

Inventory Sheet/Receipt for Artworks on Consignment

GALLERY STORE

Date of Receipt

Artist Name

ARTWORK TITLE	Year / Edition <small>2014 / 2 of 25</small>	Price	Quantity	Weight lbs	In Online Shop YES NO	Storage Location O H J G S
Art Category <small>Jewelry/ Painting / Photograph / Pottery / Glassware / Sculpture / Apparel</small>		Inventory #			RTA <small>Date/Artist/Gallery</small>	
Medium /Materials <small>Acrylic on Canvas / Encaustic with wood / Sterling Silver with Crystals, etc.</small>					Item Type	
FOR JEWELRY <small>If part of a Set, note the titles of the pieces that are in the Set</small>		Set Price	Earring Drop Length		Extender Length	
Type of Wire		Type of Clasp				
FOR POTTERY Type of Glaze		Dimensions HxWxD	Porous or Watertight?	Food/ Oven/Microwave Safe?		
FOR APPAREL <small>Cleaning Instructions (Machine wash, hand wash, dry-clean, etc.)</small>		FOR SCULPTURE Dimensions HxWxD		Sculpture Base Material/Size/Removable?		
FOR PAINTING, PHOTOGRAPH OR PRINT Frame Type/Finish (Wood, etc)		Framed Dimensions HxWxD	Frame Width	Unframed HxW		
Matte Type (Archival, etc)		Matte Width		Glass Type (non-reflective, museum glass, no glass)		

* Sections in Red are to be filled out by a Gallery Representative

Signature of Artist

Signature of Authorized Representative of Gallery