

NOTES

This template is used to track your artwork inventory (also known as the “object list”) as well as its exhibition history. It is a detailed list of all the works you have produced and other relevant information.

The categories we included are as follow, together with some suggestions on how to complete the entry. Of course, this list is not comprehensive. Please feel free to remove or add to your list any other information that is more relevant or pertinent to your practice.

- **Title** (Include the full title of the artwork.)
- **Medium** (Write down every material used, not just “*mixed media*”. The more information the better, as the level of detail will help you in the future, to change, re-create or explain the work better.)
- **Dimensions or Duration** (This refers to size of work if 2D or 3D work, or duration of piece if in video or sound work.)
- **Price** (This is the listed price or insurance value. You can include the currency used as well.)
- **ID Number** (This is used to better reference the piece and is invaluable for logistic and inventory purposes.)
- **Exhibition History** (Where and when the work was exhibited, as well as the title of the exhibition itself.)
- **Sold By** (Who sold the work and the gallery’s contact details.)
- **Location** (This is the address the work currently resides: studio, gallery, friend’s café, etc.)
- **Notes** (This can be useful or transient information such as when the work was sold or when the work is being sent out or returned.)