

Inventory Sheet

Artist Drop-off Check List

Received/Reviewed by: _____

Condition:

Framing: _____ OK
Comments:
Matting: _____ OK
Comments:
Dustcover: _____ OK
Comments:
Wire: _____ OK
Comments:
Item properly labeled: _____ OK
Comments:

Pottery is chip free: _____ OK
Comments:
Pottery glaze/cleaning info attached: _____ OK
Comments:
Sculpture securely mounted to base: _____ OK
Comments:
Jewelry is checked: _____ OK
Comments:
Fiber: checked loose threads/seams/flaws _____ OK
Comments:

Artist's Signature: _____