

# CONDITION REPORT

**Purpose** (check one): Traveling Exhibition  Photography  Acquisition  Loan  Other

EXHIBITION TITLE:

EXHIBITION SPONSOR:

EXHIBITION LOCATION:

ITEM NUMBER: *(start with #1 if you are sending more than one artwork to the exhibition.)*

**ARTIST:**

**Title:**

**Media:**

**Collection of:**

**Address:**

**Phone:**

**RETAIL PRICE:**

**Wholesale Price:**

**Insurance Value:**

**Year:**

Artists should check Artwork before it leaves the studio describing pre-existing wear or imperfections, Be as specific as possible using the words listed below, as necessary.

**Outgoing SHIPPING Method:** \_\_\_\_\_

**Preferred Return SHIPPING Method:** \_\_\_\_\_

**Insurance valuation for shipping:** \_\_\_\_\_

\*\*\*\*\*Exhibition Staff Only - Artists do not fill out the section below\*\*\*\*\*

Condition In: Excellent	Good	Fair	Poor	
Dirt/grime	Tarnish		Powering	Bulges
Abrasions	Warping		Holes	Cracking
Stained	Shrinkage		Tears	Mold/mildew
Corrosion	Flaking		Scratches	Moisture damage

Type of Shipping Container: Crate  Box  Tube  Other \_\_\_\_\_

Packing materials: Paper  Plastic Tupperware®  Foam  Bubble Wrap  Peanuts   
Other \_\_\_\_\_

**Instructions included for:** Packing  Assembly  Mounting  Installation

If there are no packing instructions take notes on the reverse side of this paper while unpacking the work.

Conditioned by: \_\_\_\_\_ Date: \_\_\_\_\_

Condition out: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN SHIPPING METHOD: \_\_\_\_\_ Date: \_\_\_\_\_

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## LOAN RETURN at the end of the exhibition DATE:

The Artist hereby releases the Exhibition Sponsor from all liability or obligation for the above Artwork and any Artworks listed in the LIST OF ARTWORK TO EXHIBITION SPONSOR.

ARTIST'S SIGNATURE:

DATE:

Continue information on the back of this page as necessary.