

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: _____

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.