



## Artist Website- Inventory Form Instructions

**1) Digital File Name:** Please include the file name so we can match the information to the correct image.

**2) Title of piece:** Long titles will appear in your gallery on two lines. If possible, please avoid using 'untitled'.

**3) Price:** This should be your retail price. Please keep this consistent with any other price lists you have out in the world. If you have multiple pricing options (different sizes, giclee prints etc), identify the price you would like to show up on your main gallery page. Additional pricing will be included in the description

**4) Size: Height x Width x Depth:** Please round up to nearest whole number. We can only enter whole numbers on the website

### 5) Description:

*Please include the following details as applicable to your medium.*

- Signed? Numbered?
- Paper used
- If multiple sizes are available, please include pricing for all sizes and versions. For example: Print only, Matted only, Matted and Framed, Giclee, Museum Mount etc.
- If you like, include any other details about the piece like location details, inspiration, process etc.

### 6) Year Created/Copyright Date

**7) Gallery or Archive?** Would you like this piece listed on your main gallery page or on your Archive Page

**8) Framing:** Framed? Unframed ? Not Applicable?

*(If your piece does not require a frame to be hung or displayed please choose not applicable and we will leave it blank)*

### 9) Art Type:

*Please choose all that are applicable. Identify other art type if needed*

Ceramic	Painting
Digital art	Photography
Drawing	Print making
Fiber	Recycled art
Functional art	Sculpture
Glass	

**10) Media:**

*Please choose all that are applicable. Identify other media if needed.*

acrylic	fiber	paper
bronze	giclee	pastel
canvas	glass	pencil
ceramic	gold	photography
chalk	gouache	porcelain
charcoal	graphite/pencil	print
chrome	ink	relief
clay	linen	raw pigment
collage	linotype	serigraph
colored pencil	lithograph	stoneware
crystal	marble	tapestry
digital	marker	tempera
emulsion	metals	watercolor
enamel	mixed media	wire
encaustic	monotype	wood/panel
epoxy	oil	identify other media if needed.
etching		

**11) Subject/Style**

*Please choose all that are applicable. identify other subject/style if needed.*

any	folk	political
abstract	impressionism	pop-art
animals	industrial	portrait
architecture	landscape	realism
african-american	latin	spiritual
asian	minimal	rural
automobile	modern	seascape
cityscape	mosaic	southwestern
contemporary	music	still life
cubism	nature	surrealism
figure	nude	urban
fantasy	old masters	
floral	panorama	

**12) Edition:** One of a kind? Limited edition? # in edition? Open- ended edition

