

DATA CONCERNING THE PROPERTY

Name _____ Surname _____
Address _____ City _____ ZIP _____
Phone _____ Fax _____
E-mail _____ Website _____

How would you like you to be mentioned in the catalogue?

City, Name Surname
City, Private collection
Private collection
Other _____

IMAGE AND PHOTOGRAPHY CREDITS

Indicate the name of the photographer who made the photographs of the work/works

Indicate the photography credit to be published in the catalogue

DATA CONCERNING THE PIECE

Number of inventory of your collection _____
Acquired in _____
Provenance/es _____

Value at the time of acquisition _____
Certificates of authenticity (indicate if the piece has one or more certificates of authenticity, who released it and when; please enclose copy of the related documents)

Title

If it is on the piece, please indicate where:

front back
high low left right center

Description (please transcribe exactly as it appears, with the same capital/small letters):

If the title does not appear on the piece, indicate if it is derived from Artist's writings, labels on the back of the piece, Archive sources, exhibition catalogues or other):

Date

If it is on the piece, please indicate where:

front back
high low left right center

Description (please transcribe exactly as it appears): _____

Date from other sources (if no date is on the piece, please indicate where it is derived from):

Signature

If it is on the piece, please indicate where:

front back
high low left right center

Description (please transcribe exactly as it appears, with the same capital/small letters):

Technique

Support

Dimensions

- Unframed; high, wide, deep, diameter

cm h _____ x w _____ x d _____ d _____

- Frame; high, wide, deep, diameter

cm h _____ x w _____ x d _____

Dedications or other inscriptions

front back
high low left right center

Description (please transcribe exactly as they appear, with the same capital/small letters):

Labels

Se presenti sull'opera, indicare dove sono:

If they are on the piece, please indicate where:

front back
high low left right center

Description (please transcribe what it is written on them):

Stamps

If they are on the piece, please indicate where:

front back
high low left right center

Description (please transcribe exactly as they appear: linear, round, ink, dry...):

Condition report

Indicate what it is the current state of the piece: if it is not good, please indicate lacks of color, broken parts, dirty areas, alterations of materials, etc.

Restorations

Specify if and when the piece has been restored, and by what laboratory

Exhibitions

Indicate all the exhibition where the piece has been presented, specifying:

Year, city, venue, title, duration of the exhibition, curator ...

Specify if the exhibition has a catalogue (adding city and name of the publisher and the year of publication) and all the bibliographical data concerning the piece in the catalogue.

If a catalogue wasn't published on the occasion of the exhibition, indicate the source of the quote (ex: invitation card, flyer, poster, other documentation)

Bibliography

Specify all the bibliographical elements concerning books, magazines, newspapers where the piece has been quoted and/or reproduced.

For books: year of publication, surname, name of the author, title, city of publishing, publisher, page number, plate number.

For magazines and newspaper: year, surname, name of the author, title, name of the magazine/newspaper, city of publishing, series, year number, magazine/newspaper number, month, page number, plate number.
