Artwork Catalogue and Sales Record

Keep a catalogue of finished work and where it went, which is the record galleries, insurers and tax authorities ask for and working artists rarely have.

Every finished piece: title, medium, size, where it went and what it sold for — the record a working artist is asked for and rarely has.

IT RECORDS YOUR PRICES, IT DOES NOT SUGGEST THEM
This sheet records prices you set and prices you achieved. It suggests neither. What work should be priced at depends on your market, your history and your costs, and no printed sheet knows any of those.

HOW TO USE THIS SHEET

1. Give every piece an inventory number and put it on the back of the work, not just on this page.
2. Photograph everything before it leaves. It is the only record you will have of work you no longer own.
3. Record the buyer where you can. Collectors who bought once buy again, and galleries will ask.
4. Note consignments and returns in the same table — work out on loan is the easiest thing in a studio to lose track of.

Artist ____________________ Year or series ____________________ Sheet __________ Updated __________

No.	Title	Medium	Size	Finished	Photo ref	Asking price	Where shown or consigned	Sold on	Sold for	Buyer	Commission

Total this sheet ____________________ Records kept for tax until ____________________