

Collection Inventory and Valuation Record

Itemise a collection properly, so that identification, acquisition and any valuation exist somewhere other than in your head.

An itemised record of a collection — what each piece is, how it is identified, what was paid, and what a valuer said it was worth and when.

WE RECORD VALUATIONS, WE DO NOT MAKE THEM

No values, grades or authentication guidance are printed here, and none are implied. A valuation is one professional's opinion on one date. Insurers set their own requirements for what they will accept, so ask yours before relying on any record.

HOW TO USE THIS SHEET

- 1 Number each item and mark the number on the storage, not on the item.
- 2 Photograph every piece, including marks and damage, and note the filename here.
- 3 Record the condition in your own words as well as any grade — grading standards differ.
- 4 Keep this sheet somewhere other than with the collection.

Collection					Owner			Sheet			
No.	Description	Maker or artist	Year or edition	Marks or serial	Condition	Acquired from	Date	Paid	Valued at	Photo ref	Location