Record Every Artwork Checklist

What belongs in every piece record. Use it in Artwork Archive, a spreadsheet, or a notebook.

Not sure where to begin? Do these three things.

1. **Log your newest work** with an image, title, medium and date.
2. **Group it** into one collection, like "For Sale Now."
3. **Print an inventory report** and enjoy the result.

Go at your own pace. A few good records beat a perfect system you never start.

1 Fields to fill in first

The basics for every piece

- [ ] **Image**, JPG or PNG, 3000 px on the short side
- [ ] **Title**
- [ ] **Medium**
- [ ] **Date** completed
- [ ] **Dimensions**
- [ ] **Price**
- [ ] **Status**: available, sold, gifted
- [ ] **Location**: where the piece is now
- [ ] **Collection** or series
- [ ] **Signature** placement

2 Consistent titling, sizes & media

Decide once, reuse it

- [ ] **One title style** *Untitled (Blue Study)*
- [ ] **H × W × D**, one unit *24 × 18 × 1.5 in*
- [ ] **Same medium wording** *Oil on canvas*
- [ ] **Editions numbered** *3/25*
- [ ] **Inventory numbers**, optional *BC-2026-014*
- [ ] **File names** that match the piece

3 Records for insurance & taxes

Add as pieces sell, ship, or show

- [ ] **Sale**: date, price, buyer
- [ ] **Commission** and sales tax
- [ ] **Expenses** with receipts
- [ ] **Consignment** agreements
- [ ] **Insured value**
- [ ] **Condition** photos
- [ ] **Exhibitions** and calls
- [ ] **Provenance**: past owners
- [ ] **Documents**: contracts, press, COAs
- [ ] **Backup** report once a year

> **Stuck? Reach out.** For personalized help with your collection or Artwork Archive, email me at **bccsart.art@gmail.com** to book a 1:1 Session, Archive Launch, or Studio Office Hours. For general how-to questions, contact **Artwork Archive Support**.

General guidance only, not legal, tax, or insurance advice.

Free to share with any artist, whether or not we work together.

Want help setting up your system? Book a free consultation.