

ART INFORMATION SHEET

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*Helping you to
manage your work
by showing you
how to keep track
of each piece of art
you create.*

ART INFORMATION SHEET

The Art Information Sheet is a record of each piece of art you have created. Over our lifetimes as an artist, all of us will probably create hundreds of pieces of art. It may seem anal and a waste of time when you first start out to take the time to make a record of each individual art piece you create. Just wait -- when you are trying to remember which landscape of Monterey, or which of 30 red abstracts or which painting of magnolias out of the 15 you painted in the past 20 years that you entered into a show, or whom you sold it to, you will come to see the value of good records. If you keep the information sheet up to date, you will always have a documentation of your work, and where it has been, who bought it, if you successfully sold prints or additional castings from it etc.

You will also have a handy record of everything you might need to post it on your web site, enter it into a show, write a press release or create a blog for it.

As a bonus, the Art Information Sheet also has a method for tracking how many prints or copies of each piece of art were made and helping you to figure out if you actually made a profit with residual income by making those prints. This will be of assistance to you in setting prices. Some parts of the worksheet has computation formulas already built in so you don't have to try and figure out how to compute these yourself.

| 22) SHOW NAME | 23) DATE | 24) AWARD | 25) EXHIBIT VENUE | 26) DATE |
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1) PICTURE THUMBNAIL

2) QR CODE

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|-----------------|
| 3) RECORD |
| 4) QR CODE HTML |
| 5) ART TITLE |
| 6) SIZE |
| 7) MEDIA |
| 8) DESCRIPTION |

| |
|---------------------|
| 9) KEYWORDS |
| 10) FINISH DATE |
| 11) COPYRIGHT DATE |
| 12) PRIMARY COLOR |
| 13) SECONDARY COLOR |
| 14) STYLE/GENRE |
| 15) WHOLESALE PRICE |
| 16) RETAIL PRICE |
| 17) DATE SOLD |
| 18) BUYER'S NAME |
| 19) BUYER'S ADDRESS |
| 20) NOTES |

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21) BLOG STORY



PRINT COMPUTATION

| 27) PRINTS MADE | 30) COST TO | 31) TOTAL COST | 32) SHIPPING | 33) SELLING | 34) NUMBER | 35) GROSS | 36) NET |
|-----------------|-------------|----------------|--------------|-------------|------------|-----------|---------|
| 28) SIZE | 29) NO MADE | MAKE EACH | TO MAKE | COSTS | PRICE | SOLD | PROFIT |

| | | | | | | | | |
|--|---|--------|------|--|--------|---|--------|------|
| | 0 | \$0.00 | 0.00 | | \$0.00 | 0 | \$0.00 | 0.00 |
| | 0 | \$0.00 | 0.00 | | \$0.00 | 0 | \$0.00 | 0.00 |
| | 0 | \$0.00 | 0.00 | | \$0.00 | 0 | \$0.00 | 0.00 |
| | 0 | \$0.00 | 0.00 | | \$0.00 | 0 | \$0.00 | 0.00 |
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| | 0 | \$0.00 | 0.00 | | \$0.00 | 0 | \$0.00 | 0.00 |
| | 0 | \$0.00 | 0.00 | | \$0.00 | 0 | \$0.00 | 0.00 |
| | 0 | \$0.00 | 0.00 | | | | | |

SAMPLE