



# artist website inventory form instructions

Do you have questions? Call us at 303.388.7420  
or email [support@artworknetwork.com](mailto:support@artworknetwork.com).

The following is a step by step breakdown of the inventory form. Match the corresponding numbers together to get more details on each field.

1) **Digital File Name:**

Please include the file name so we can match the information to the correct image.

2) **Title of piece:**

Long titles will appear in your gallery on two lines. If possible, please avoid using 'Untitled'.

3) **Price:**

This should be your retail price. Please keep this consistent with any other price lists you have out in the world. If you have multiple pricing options (different sizes, giclee prints etc), identify the price you would like to show up on your main gallery page. Additional pricing will be included in the description

4) **Size:**

Use the format of Height x Width x Depth. Please round up to nearest whole number. We can only enter whole numbers on the website.

5) **Description:**

Please include the following details as applicable to your medium.

- Signed? Numbered?
- Paper used
- If multiple sizes are available, please include pricing for all sizes and versions. For example: Print only, Matted only, Matted and Framed, Giclee, etc.
- If you like, include any other details about the piece like location details, inspiration, process etc.

6) **Year Created/Copyright Date**

7) **Section:**

Gallery or More Inventory or Sold? Would you like this piece listed on your main gallery page on your more inventory page or on your sold page? If sold, please include the price it was sold for and the year it sold.

8) **Framing:**

Framed? Unframed ? Not Applicable? (If your piece does not require a frame to be hung or displayed please choose not applicable and we will leave it blank)

9) **Art Type:**

Please choose all that are applicable. Identify other art type if needed.

Ceramic	Functional art	Print making
Digital art	Glass	Recycled art
Drawing	Painting	Sculpture
Fiber	Photography	

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10) **Media:**

Please choose all that are applicable. Identify other media if needed.

acrylic	fiber	monoprint	tapestry
bronze	giclee	oil	tempera
canvas	glass	paper	watercolor
ceramic	graphite/pencil	pastel	wood/panel
charcoal	ink	photography	unknown
clay	linen	print	
collage	linotype	relief	
colored pencil	lithograph	raw pigment	
digital	macro photography	seriagraph	
enamel	marker	silver	
encaustic	metals	steel	
etching	mixed media	stone/stoneware	

11) **Subject/Style:**

Please choose all that are applicable. Identify other subject/style if needed.all

abstract	floral	nature	spiritual
animals	folk	nautical	still life
antique or vintage	humor	nude	surrealism
architecture	impressionism	panorama	urban
african-american	industrial	political	
asian	landscape	pop-art	
automobile	latin	portrait	
cityscape	minimal	pyschedelic	
conceptual	modern	realism	
contemporary	mosaic	rural	
figure	music	seascape	
fantasy	native american	southwestern	

12) **Edition:**

One of a kind? Limited edition? # in edition? Open- ended edition

13) **Keywords:**

Please indicate what words or phrases you would like the piece searchable under. These words make it more searchable on our site as well as on Google.

We automatically include your name and the title of the piece. What other keywords should we use to describe the piece? Think of colors, location, style, medium, etc.

(Example: blue, green, landscape, water, trees, breckenridge colorado, colorado nature photography)

**Send your completed form and cd to:**

Artwork Network

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or email to [support@artworknetwork.com](mailto:support@artworknetwork.com)

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