|  |  |  |
| --- | --- | --- |
| **Prepared by:** |  | **Notes:** |
|  |  |  |
| **Date Prepared:** |  |
|  |  |

**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12172&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Art+Collection+Inventory+Template-word-12172&lpa=Sample+Art+Collection+Inventory+Template+word+12172)**

**Microsoft Word Art Collection Inventory Template Example**

**Inventory**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | **Acquisition Date** | **Item ID No.** | **Artist(s)** | **Date Created** | **Medium** | **Source** | **Dimensions** | **Location** | **Condition** | **Estimated Value** | **Insurance Information** |
| The Broken Floorboard | 05/12/20xx | ART001 | Victoria Pearson | 1944 | Oil on Masonite | Private Collection | 15.5 x 12.5 inches | Modern Art Collection | Very Good | $9,000,000 | Policy #ABC123, Fully Insured |
| Self-Portrait with Tortoise | 08/17/20xx | ART002 | Tamika Marshall | 1928 | Oil on Canvas | Auction House | 28.5 x 21.5 inches | European Art Wing | Excellent | $6,500,000 | Policy #DEF456, Fully Insured |
| Young Girls at the Dance | 02/22/20xx | ART003 | Petrus Nishimura | 1892 | Oil on Canvas | Gallery Purchase | 36.5 x 28 inches | Impressionist Collection | Good | $3,500,000 | Policy #GHI789, Fully Insured |
| The Loved | 10/11/20xx | ART004 | Mateus Tobin | 1955 | Oil on Canvas | Art Dealer | 18 x 14 inches | Surrealist Gallery | Excellent | $4,200,000 | Policy #JKL012, Fully Insured |
| I Am the Roof | 07/29/20xx | ART005 | Lori Garcia | 1966 | Mixed Media on Canvas | Museum Purchase | 23.5 x 19 inches | Contemporary Art Wing | Excellent | $12,000,000 | Policy #MNO345, Fully Insured |

**Approved By: Date:**

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |