


**Inventory Card:** 3 x 5" index card

TITLE (Subtitle)	YEAR (fold if retired)
Medium; ex. Acrylic on canvas	
Dimensions in inches	
Date finished	
Series / show / project (if applicable)	
SHOWN	
Show title, venue, city, MM/YY, \$1,000.00	thumbnail
Show title, venue, city, MM/YY, \$1,000.00	
Show title, venue, city, MM/YY, \$1,000.00	
<b>SOLD</b>	(cut if sold) <b>SOLD</b>
Buyer name / address	
Added to mailing list ___X___	

**Uses for inventory cards:**

Know where a piece is at any given time (useful if you have overlapping shows)

How many shows has a piece been in (and in what city or area)

Is it time to retire this piece? (Folded corner)

What works are available for shows at a given time

Which pieces have sold, and to whom