

## SAMPLE SILVER INVENTORY WORKSHEET

WORKSHEET #:

WORKSHEET DATE:

**INVENTORY NO.:** Your permanent acquisition file number for this piece.

**OBJECT CATEGORY:** Silver, Old Sheffield Plate, Silverplate, Other.

**TITLE OF OBJECT:** Brief identifying description, such as ROCOCO REVIVAL STYLE OPEN SUGAR BOWL WITH TWO HANDLES.

**MAKER:** Maker, manufacturer, or designer's name and dates, if known.

**MARKS:** Maker's mark or stamped trademarks, pattern numbers, fineness and origin marks, English hallmarks, etc.

**OTHER INSCRIPTIONS:** Engraved owner's initials, armorial imagery, dedicatory inscriptions, etc.

**PLACE OF ORIGIN:** City or country.

**DATE:** Exact date if known; otherwise, the probable date or year range.

**MATERIALS:** Sterling silver, .800 silver, OSP, electroplated nickel silver, hardwood handle, fired enamel decorations, ivory finial, etc.

**WEIGHT:** Total weighable silver, usually expressed in grams or troy ounces.

**GREATEST DIMENSIONS:** For example, 8 1/2 x 9 5/8 x 6 3/8 diam. Always in the order of greatest height, width, and depth or diameter, unless otherwise noted.

**DESCRIPTION:** A curatorial description of the artifact's identifying features: its structure, shape, appearance, ornamental motifs, fabrication techniques, etc., plus any other relevant history or information affecting its interest as a collectible.

**PROVENANCE:** The history of ownership, if known.

**REFERENCES:** Has the piece been published or exhibited? Where and when?

**CONDITION:** An assessment of the physical condition, noting good condition or any problems affecting the appearance or structural stability of the artifact, particularly aspects affecting its desirability as a collectible and/or its fair market value.

**PHOTO NEG. NOS.:** If you are using conventional print negatives, record their file reference numbers here in case you need to retrieve the negatives for reprints.

**VALUATION NOTES:** Original purchase price if known, and/or sources and bases for estimating the artifact's current fair market value.

**MONETARY VALUE:** A hard number like \$2,700, i.e., no value ranges such as \$2,000-\$3,000. For insurance purposes this figure should be reassessed every few years.