

Artwork list

Artist: _____

List prepared for: _____ Date: _____

Columns

#	Column	What to write	Example
1	No.	The work's position in this list: 01, 02, 03	01
2	Inventory number	Your own unique code for the work, never reused	2025.014
3	Artist	Your name as you want it cited	Example Artist
4	Title	As you want it cited, in italics in captions. Untitled plus the inventory number if it has no title	Harbour at Low Water
5	Year	The year it was finished, as a number. A span if it took several (2023 to 2025). Mark uncertain years with c.	2025
6	Medium	Materials as a label would give them	Oil on linen
7	Height (cm)	The work unframed, in centimetres, as a number	120
8	Width (cm)	The work unframed, in centimetres, as a number	90
9	Depth (cm)	In centimetres. Leave empty for flat work on paper	3
10	Framed dimensions (h × w × d cm)	Only if it is shown or shipped framed	

11	Edition	Number over edition size, AP for artist's proofs, unique or blank for one-off works	Unique
12	Price or insurance value	Amount and currency. Say which it is	4,800 EUR (price)
13	Image file name	The exact name of the main image file	ExampleArtist_HarbourAtLowWater_2025_01.jpg
14	Location	Where the work is now	Studio
15	Status	Available, sold, on loan, consigned, gifted	Available
16	Notes	Inscriptions on the back, exhibitions, condition	Signed and dated on verso

The list

No.	Inventory number	Artist	Title	Year	Medium	Height (cm)	Width (cm)	Depth (cm)	Framed dimensions (h x w x d cm)	Edition	Price or insurance value	Image file name	Location	Status	Notes
EXAMPLE, fictional work, delete this row	2025.014	Example Artist	Harbour at Low Water	2025	Oil on linen	120	90	3		Unique	4,800 EUR (price)	ExampleArtist_HarbourAtLowWater_2025_01.jpg	Studio	Available	Signed and dated on verso
01															
02															
03															
04															
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The caption, built from the list

Title, year, medium, dimensions, and edition where there is one:

Harbour at Low Water, 2025, oil on linen, 120 × 90 × 3 cm (example, fictional work)

The insurance value column is for your own records and is not advice on valuation.

From samlio.com/resources/artwork-list-template

Sources

Object ID, International Council of Museums, <https://icom.museum/en/resources/standards-guidelines/objectid/> (checked 2026-10-14)

Samlio Collected: How to catalogue your own artwork, and keep it catalogued, <https://samlio.com/collected/how-to-catalogue-your-artwork> (checked 2026-10-14)

Samlio Collected: How to put together a portfolio for an open call or grant, <https://samlio.com/collected/open-call-portfolio-what-to-include> (checked 2026-10-14)