

Artist Portfolios -- Image Specifications Sheet



Artist Name:

Phone Number(s):

Website:

E-mail:

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| Painting Title | Original Medium (Oil, Pastel, etc)* | Giclee Specifications** | | | | Search-By-Subject Key Words | | |
|----------------|--|-------------------------|---------------------|-----------------|-----------------|---|-----------|----------------------------------|
| | | Paper or Canvas*** | Size, H x W, in. | Retail Price | Edition Size | Enter up to 4 numbers per painting corresponding to key word list | Word # | Painting Subject(s) Key Words |
| | | | | | | | 1 | Abstract |
| | | | | | | | 2 | Animals |
| | | | | | | | 3 | Architectural |
| | | | | | | | 4 | Beach |
| | | | | | | | 5 | Birds |
| | | | | | | | 6 | Butterflies |
| | | | | | | | 7 | Children |
| | | | | | | | 8 | Dance |
| | | | | | | | 9 | Fantasy |
| | | | | | | | 10 | Festive |
| | | | | | | | 11 | Floral |
| | | | | | | | 12 | Florida Living |
| | | | | | | | 13 | Landscape |
| | | | | | | | 14 | Maritime |
| | | | | | | | 15 | Marshes |
| | | | | | | | 16 | Mermaids |
| | | | | | | | 17 | People |
| | | | | | | | 18 | Pets |
| | | | | | | | 19 | Religious |
| | | | | | | | 20 | Rivers & Streams |
| | | | | | | | 21 | Sea life/Fish |
| | | | | | | | 22 | Seashore |
| | | | | | | | 23 | Sports |
| | | | | | | | 24 | Still Life |
| | | | | | | | 25 | Surrealist |
| | | | | | | | 26 | Tropical |
| | | | | | | | 27 | Vegetation |
| | | | | | | | 28 | Women |
| | | | | | | | 29 | Woods |
| | | | | | | | 30 | |

Notes:

* Acceptable "Original Medium" key words are limited to the list below. Choose only ONE word per painting.

Acrylic, Charcoal, Collage, Digital, Mixed Media, Oil, Pastel, Pencil, Photography, Textile, Watercolor, Other

** Use one row for every giclee medium/size combination (limit 4 per painting, e.g., 2 sizes on paper and 2 on canvas; 4 sizes on canvas; 3 sizes on paper, etc)

*** On canvas prints, we suggest entering the "rolled" (non-stretched) retail price of the giclee. When a buyer contacts you, you may quote a stretched price as well.

How to Use the Art Portfolio Input Sheet


1. In the first two columns enter the title of the painting and the medium of the original artwork (e.g., oil, watercolor, etc)
2. Enter the Giclée print specifications in the next four columns. Use "P" for paper prints and "C" for canvas.
(Do NOT enter the type of paper, e.g., Torchon)
3. List the prints image size in inches, Height first and then Width.
4. Enter the Retail price in the appropriate column. Remember, most re-sellers will want a 50% discount off retail.
Canvas prints generally should be priced "rolled" (i.e., **not** stretched). We will add a caption indicating this.
5. Select up to four key words that broadly describe the painting subject from the list provided in the right column.
Enter the corresponding number(s). If there are no words in the list that addresses the subject matter of your painting, add the appropriate word for consideration.
6. Use a separate line and repeat this process for each different giclée edition. You may have up to four different size/medium/price editions of each image. Alternatively, you may list only 1-3 editions of a given painting, and add a fourth line reading "Other sizes available."

Example:

An original oil painting consisting of children dancing on the beach, *Beach Dance*, is 21" x 27" and priced at \$1,200.

The artist has two giclée editions as follow: Canvas, 18 x 24, \$400, 100 edition size
Paper, 12 x 16, \$200, 250 edition size

This information is entered into the worksheet as indicated below.

| Artist Portfolios -- Image Specifications Sheet | | | | | | |  | |
|---|-------------------------------------|-------------------------|------------------|--------------|--------------|---|---|-------------------------------|
| Artist Name: | | | Phone Number(s): | | | | Page ___ of ___ | |
| Website: | | | E-mail: | | | | | |
| Painting Title | Original Medium (Oil, Pastel, etc)* | Giclee Specifications** | | | | Search-By-Subject Key Words | | |
| | | Paper or Canvas*** | Size, H x W, in. | Retail Price | Edition Size | Enter up to 4 numbers per painting corresponding to key word list | Word # | Painting Subject(s) Key Words |
| <i>Beach Dance</i> | <i>Oil</i> | <i>C</i> | <i>18x24</i> | <i>\$400</i> | <i>100</i> | <i>4, 7, 8, 10</i> | <i>1</i> | Abstract |
| <i>Beach Dance</i> | <i>Oil</i> | <i>P</i> | <i>12x16</i> | <i>\$200</i> | <i>250</i> | <i>4, 7, 8, 10</i> | <i>2</i> | Animals |
| | | | | | | | <i>3</i> | Architectural |
| Note: The size (21x27) and price (\$1,200) of the original oil painting are NOT entered in this sheet. | | | | | | | <i>4</i> | Beach |
| Only giclee size/price information is included in the Artist Portfolio. | | | | | | | <i>5</i> | Birds |
| | | | | | | | <i>6</i> | Butterflies |
| | | | | | | | <i>7</i> | Children |
| | | | | | | | <i>8</i> | Dance |
| | | | | | | | <i>9</i> | Fantasy |
| | | | | | | | <i>10</i> | Festive |
| | | | | | | | | (Etc. See other side) |