

Documentary Art Packing, Transport, and Installation
Detailed Listing/Assessment Form

Identifying information		
Unique identifier:	[Completed by client]	[Thumbnail image]
Title:	[Completed by client]	
Creator:	[Completed by client]	
Date of creation:	[Completed by client]	
Subject:	[Completed by client]	
Specific material designation:	[Completed by client]	
Dimensions:	[Completed by client]	
Special instructions (e.g. prepare for hanging by affixing hooks and/or wires)		
[Completed by client]		

Physical condition	
Physical condition – initial (to be completed at start of project)	
Rating: [Completed by client]	Details: [Completed by client]
Contractor’s comments: [Completed by contractor]	
Signatures By signing this, the contractor and client are agreeing that an accurate record of the physical condition of the item has been generated at the start of the project. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature (contractor) and Date </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature (client) and Date </div> </div>	
Physical condition – final (to be completed at end of project)	
Rating: [Completed by client with possible input from contractor]	If the rating has changed from the one above, describe these changes: [Completed by client with possible input from contractor]
Signatures By signing this, the contractor and client are acknowledging they have re-assessed the physical condition of the item, noted any changes to the rating, and provided supporting details. The contractor’s signature is only required in instances where the item’s rating has decreased thereby indicating that significant damage(s) have incurred as a result of the contractor’s handling of the item. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature (contractor) and Date </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature (client) and Date </div> </div>	

Physical Condition - Rating System

Very Good: Describes an item that shows little to no signs of wear. This item may be dusty or dirty, but is not damaged.

Good: Describes an item that shows signs of wear consistent with age, but is otherwise in good shape. Signs of damage (e.g. chips or scratches on frame) are negligible or minor.

Fair: Describes an item that shows signs of wear beyond what might be expected. Signs of damage (e.g. chips or scratches on frame) are moderate, but not serious.

Poor: Describes an item with signs of damage, including one or two that are serious. Damages may be confined a specific area. This item may have a crack in the glass, water damage, and/ or a tear.

Very Poor: Describes an item with multiple and widespread damages that are serious. This item may have cracks in the glass, water damages, and/or tears.