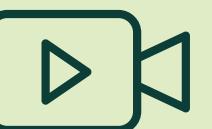


THE ACTIVE ARCHIVE WORKSHOP



Easily Document, Organize, and Preserve Your Art

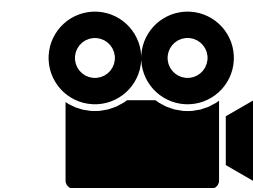


A WEBINAR
FOR ARTISTS

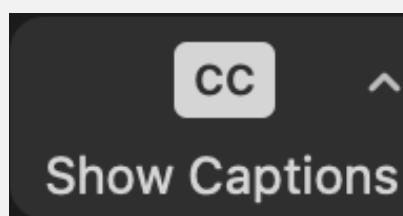


Image courtesy of Thomas Flynn //

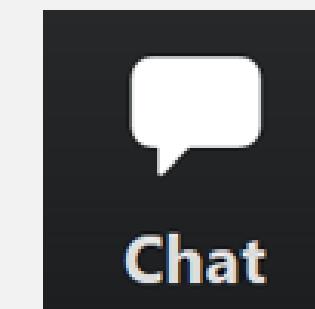
Before we get started...



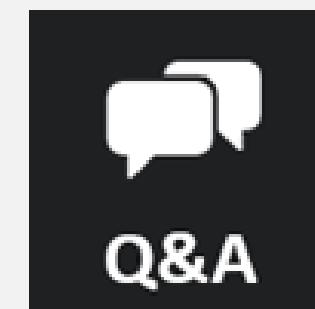
Yes! We are recording & will share it after the webinar!



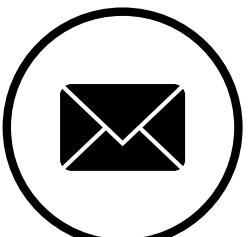
TO ACCESS
CAPTIONS



FOR INTRODUCTIONS &
TECHNICAL SUPPORT



WHERE TO SUBMIT
QUESTIONS TO BE
ANSWERED LIVE



Contact us via email:
team@artworkarchive.com



Contact us via chat
on [ArtworkArchive.com](https://www.artworkarchive.com)



Meet the Team



Annamieka Hopps

Product Education Specialist

Helps train new and existing users on how to use the platform and provides educational resources and videos.

Also a painter based in Portland, OR.



Anna Lyle

User Support Lead

Leads customer support and hosts introductory webinars, coaching artists on optimizing their platform experience.

Also a painter based in Birmingham, AL.



Katie Carey

Head of Growth

Works with artists to grow their art business through informative articles, how-to guides and online courses.

Also a ceramic artist based in Denver, CO.

Lauren Nicole

User Support Specialist

Provides user support, including in our creative workshops.

Also a printmaker based in San Jose, Costa Rica.





What You'll Gain Today

The Tools & Skills to Strengthen Your Practice and Safeguard Your Legacy

In this session, you'll learn how to build an archive that organizes your work, supports opportunities, and preserves your creative impact.

- Create professional artwork records with images, details, and consistent documentation
 - Document process and context to capture the story behind each piece
 - Generate reports using your archive share your work
 - Track location and ownership so you always know where your work is
 - Build a lasting artistic legacy through organized, accessible records

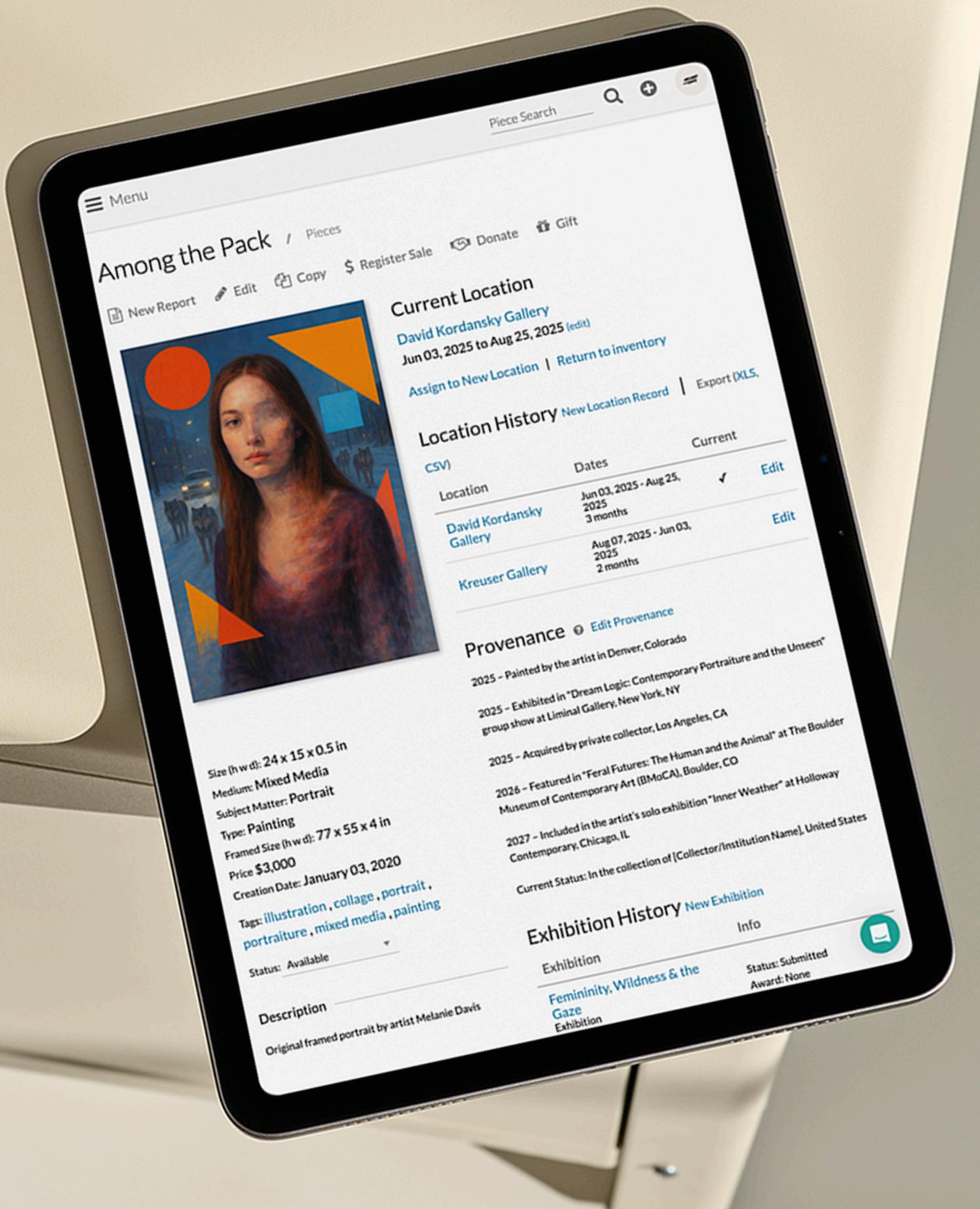
"VISION, TECHNIQUE, PROCESS—THEY ARE ALL ESSENTIAL TO UNDERSTANDING AN ARTIST'S LIFETIME AND LEGACY,"

-CERF+'s Mark Leach



Tiffany Blaise

At Artwork Archive, we're artists and innovators building the world's most trusted art management platform.



A platform that tells the full story of your work

- Document creation, exhibitions, locations, and provenance
- Track relationships, publications, and impact over time
- Showcase artwork publicly while maintaining private records

Built by artists, for artists

The tool we always wanted for our own practices

- Catalog artwork quickly and consistently
- Build a living archive that supports your career
- Protect your creative legacy as your work evolves

Flexible for any workflow

Use Artwork Archive or apply these practices anywhere

- Cloud-based, accessible, and secure
- Designed for long-term record keeping
- This workshop applies to any system you choose



A BRIEF HISTORY & CONTEXT

Sherri Silverman's art studio

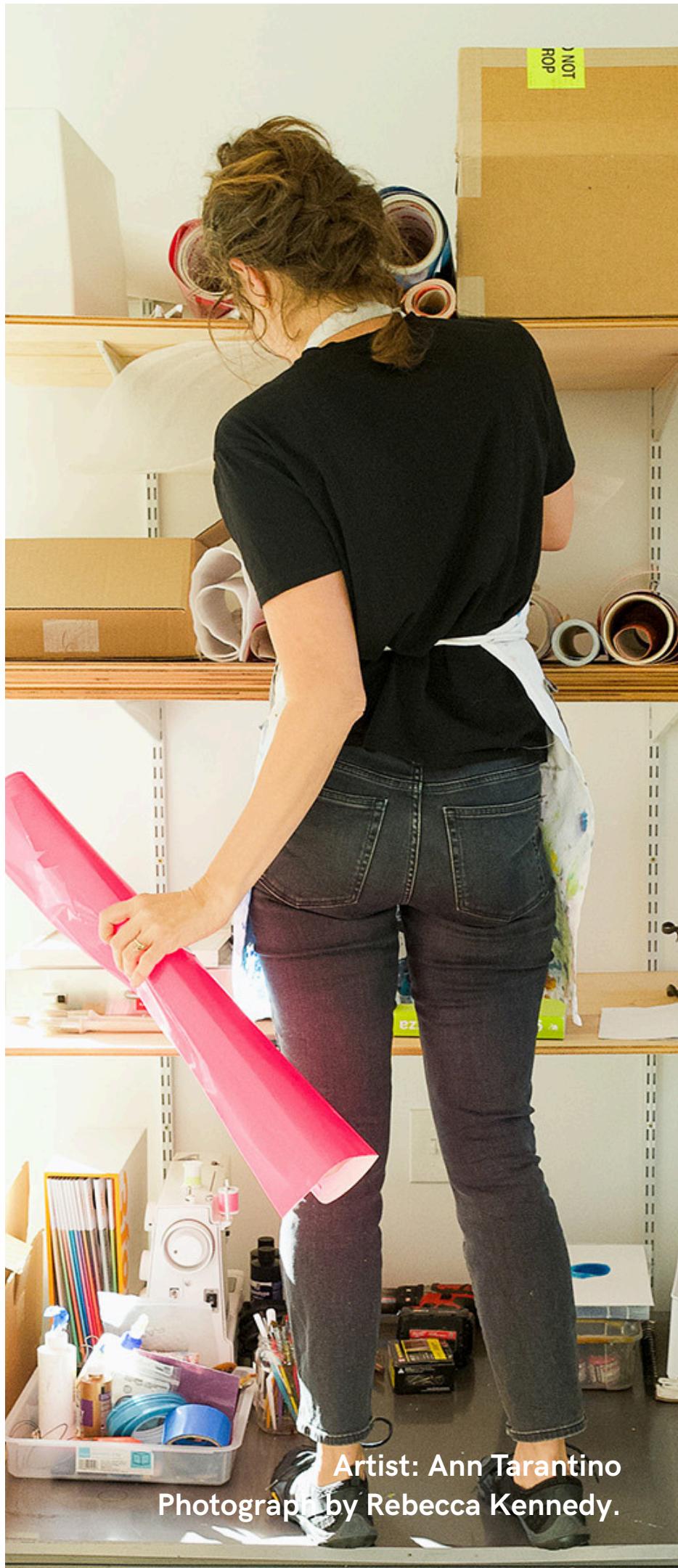
What *Is* an Archive (& *Why* Should You Care)?

**An archive captures the full scope of your art practice.
It keeps your work, process, and history connected.**

Your archive preserves:

- The story behind your work
- The context of your career
- The legacy you leave for future audiences
- A reliable record of exhibitions, sales, and locations
- Images and details ready to share when opportunities arise
- The materials researchers, curators, and collectors may seek in the future

When you archive your practice, you build a foundation that protects your work, supports opportunities, and ensures your story is accurately told.



Artist: Ann Tarantino
Photograph by Rebecca Kennedy

Archives Shape How Artists Are Remembered

The archives of artists like:

- Frida Kahlo
- Louise Bourgeois
- Jean-Michel Basquiat

revealed the stories, process, and context behind their work – reshaping how history understands their contributions.

Your archive does the same for you.

Your archive tells the story of how you want your work interpreted and remembered.

Through artist archives, we get to understand:

- The person behind the work
- The choices behind materials and methods
- The ideas that shaped a moment in time



Left: The Blue House (La Casa Azul), where Frida Kahlo and Diego Rivera lived from 1929–1954, now the Frida Kahlo Museum

[CC 3.0](#)



Right: The Blue House (La Casa Azul)

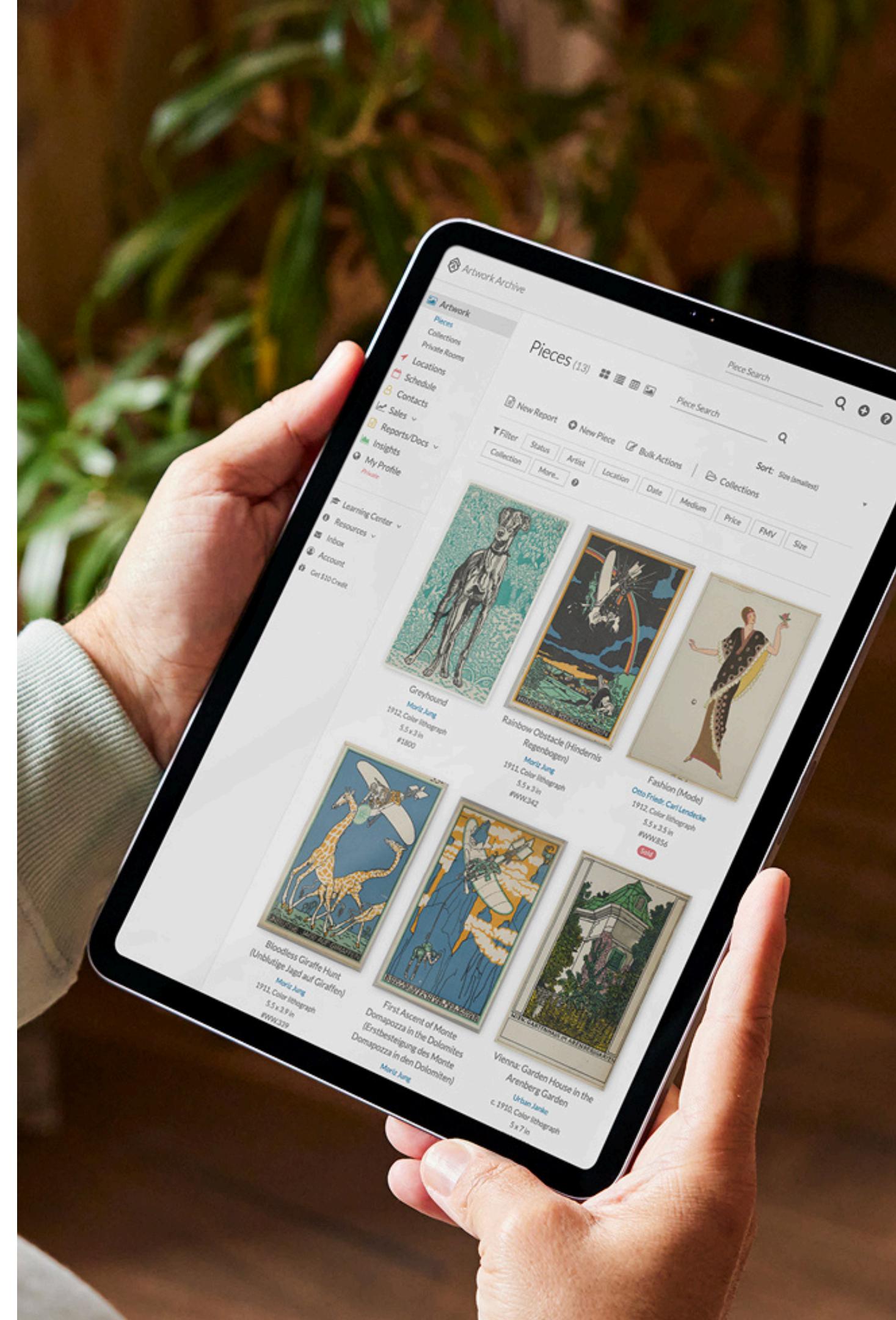
[CC ShareAlike 4.0](#)

Why Traditional Archives Fall Short—and Why Yours Matters

Traditional archives often leave gaps. They tend to:

- Present partial or institution-shaped narratives
- Preserve the histories of those with access and recognition
- Be difficult to access or navigate
- Risk loss when tied to physical materials or shifting priorities

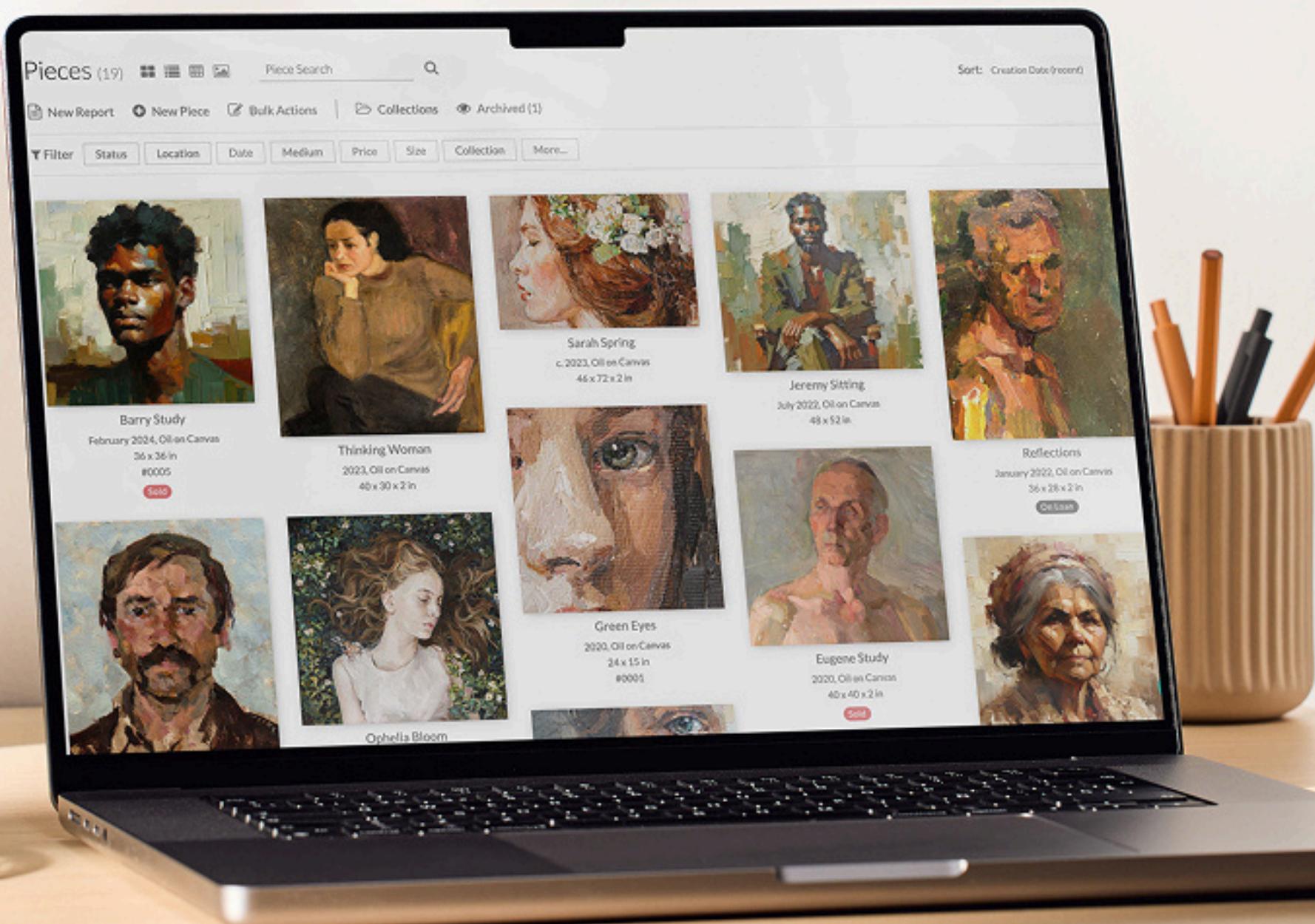
When you document your own work, voice, and journey, you contribute to a broader and more inclusive creative record.



Digital archives allow artists to:

- Document their work and process on their own terms
- Preserve records beyond physical materials or institutional control
- Make their work accessible to wider audiences
- Contribute to a more complete and inclusive cultural record

When your work is documented and accessible, it becomes part of the creative conversations of your time.

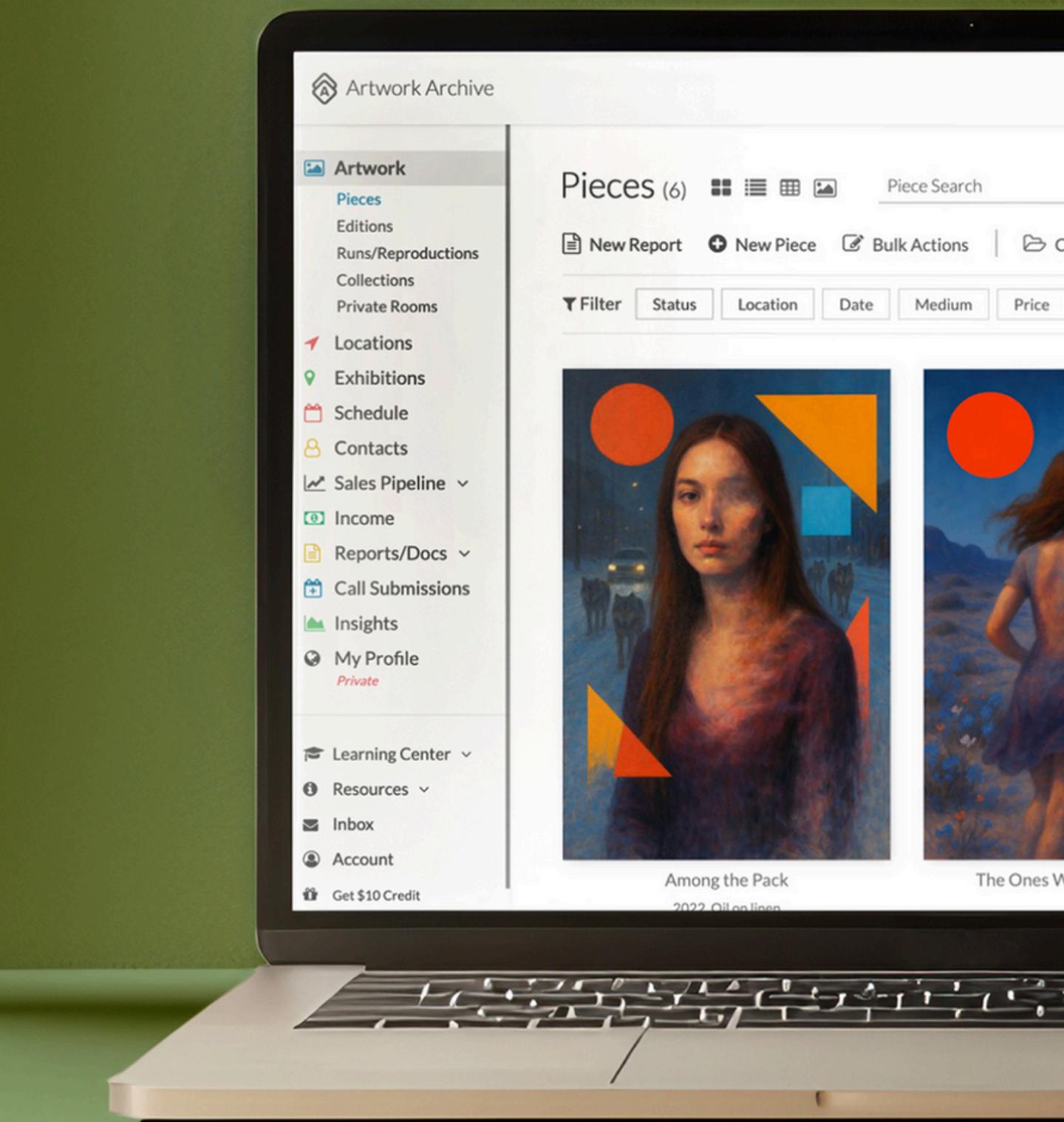




POLL: What's your biggest archiving challenge?

- Where are your images right now?
- Do you know where all your artworks are where they have been?
- Where are the key details about your artwork kept?
- Is there documentation of the creative process before the work was finished?
- Where do you track ongoing information after the artwork is finished – shows, sales, press, provenance?

Take a moment to drop your answers in the poll.



You're Not Alone

Most artists struggle with the same questions:

- Images scattered across devices and folders
 - Artwork details stored in notebooks, spreadsheets, or emails
 - Little or no record of process before work is finished
 - No central place to track shows, sales, press, or provenance

These gaps make it harder to stay organized, respond to opportunities, and build a lasting record of your work.



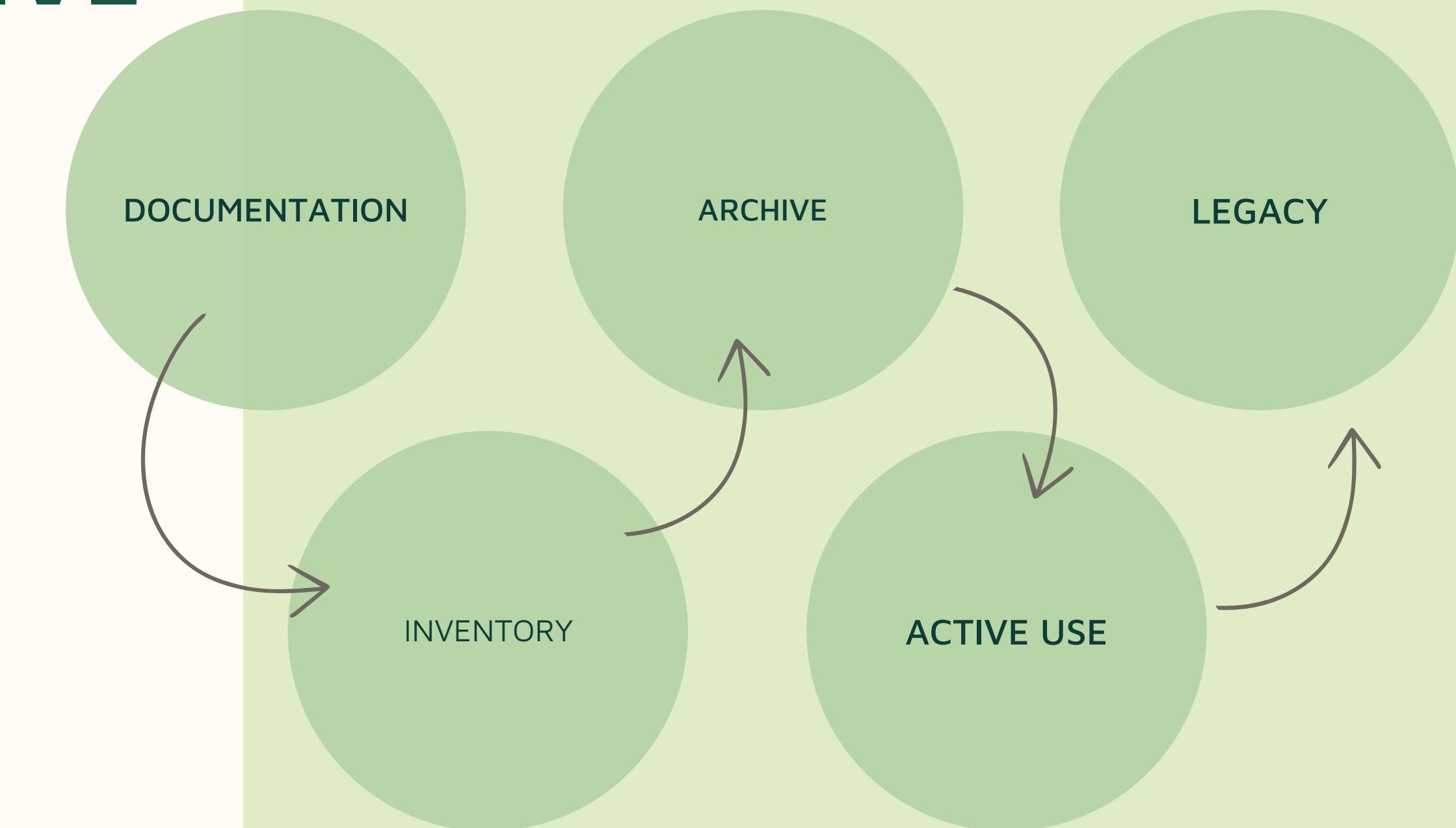
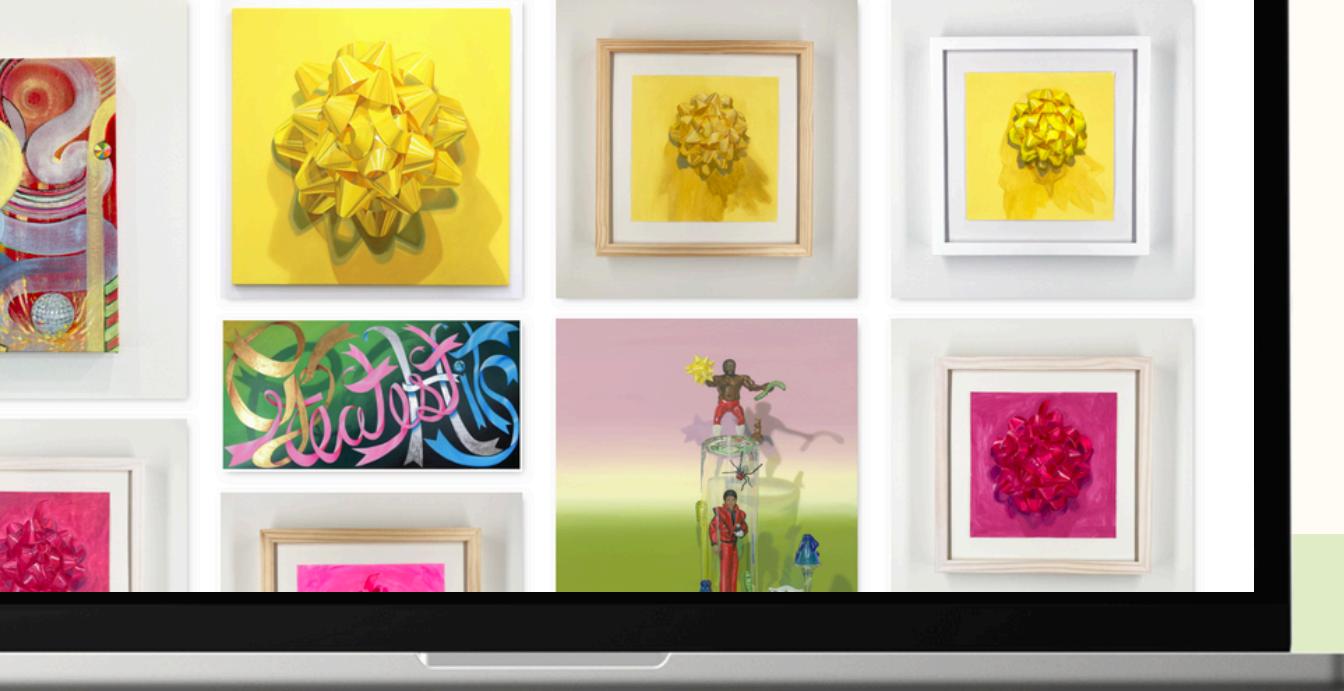
Image courtesy of Lisa-Marie Price

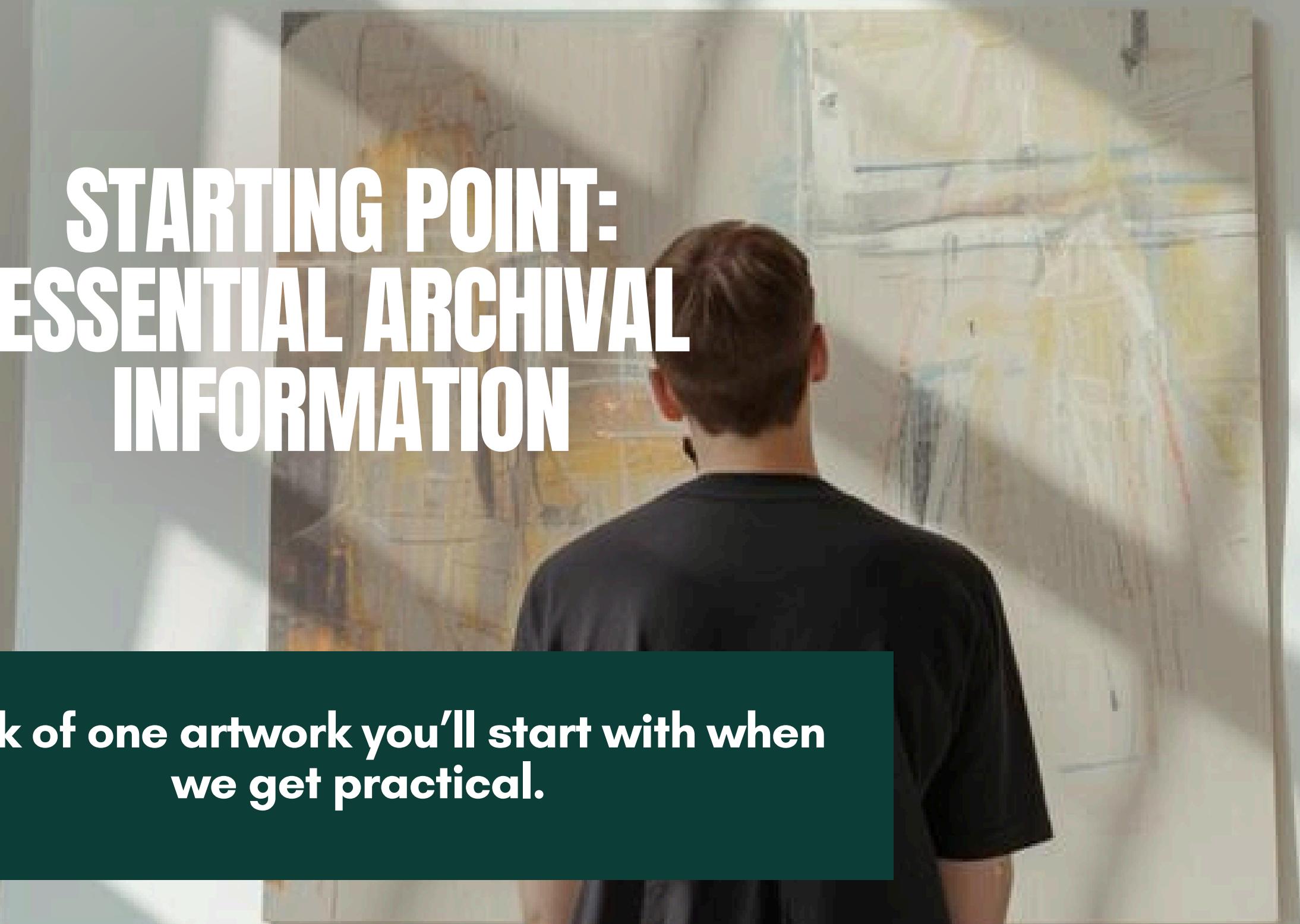
KEY CONCEPTS: THE ACTIVE ARCHIVE



Bow Show: Still Life Studies at MK Quinlan opening Sunday, Nov. 26, 2023
through January 2024 from Melodie Provenzano

In May of 2022, MK fulfilled a decade-long dream of opening a concept shop in her hometown of Birmingham, Alabama. Located at 3900 Clairmont Avenue, Suite 101 in the historic Forest Park neighborhood, MK's retail studio carries a curated collection of high-end vintage clothing, jewelry, contemporary art, textiles, lighting, books, and one-a-kind objects for the home. I am super excited that she asked to showcase my work and chose these paintings to feature.





STARTING POINT: ESSENTIAL ARCHIVAL INFORMATION

Think of one artwork you'll start with when
we get practical.





What to document:

Essential Information

Describes the Artwork Itself

Images

Upload high-quality images that do your work justice. They are how your work is seen, shared, sold, and remembered.

Key Details

Track title, medium, dimensions, price, and status. Keep everything accessible in one visual and searchable archive.

Context & Impact

Describes the Before & After:

Context (Before)

Record the story behind each piece. Capture your process, inspiration, and intention.

Impact (After)

Document where the work goes. Track exhibitions, collectors, press, and how your work moves into the world and shapes your legacy.



Artist: Ann Tarantino

Photograph by Rebecca Kennedy.

Your Images Are the Foundation of Your Archive

Photographing your artwork isn't just about promotion—it's about preservation. High-quality images ensure your work can be remembered, revisited, and celebrated long after it leaves your studio



Here's why strong images are essential to your archive and legacy:

Immediate impact on your career

- Submit to exhibitions and opportunities
- Share work with galleries and collectors
- Apply for grants and residencies
- Secure press coverage

Long-term impact on your legacy

- Document your creative contribution
- Shape how your work is understood and valued
- Provide a lasting record beyond the physical artwork
- Power the platforms that carry your story forward

Tips for Archival-Quality Images

Set up your artwork

- Hang work on the wall or lay flat for proper perspective
- Use a neutral background to keep focus on the art
- For 2D work, shoot straight-on with no frames or glare

Capture the image

- Use natural or diffused lighting
- Learn your camera settings or use a high-quality smartphone
- Use a tripod to prevent blur and distortion
- For 3D work, capture multiple angles and details

Refine and save

- Color-correct images in editing software
- Take installation shots for scale and context
- Upload in batches for consistency
- Back up high-resolution files and store in Artwork Archive

Optional support

- Hire a professional or trade with another artist if possible



Artist: Annamieka Hopps
Photograph by Alicia Schultz.



Image file size & type recommendations

File Type	Recommended Formats	Artwork Archive Notes
Images	<ul style="list-style-type: none">Resolution: At least 3000 on the smaller side (For example: 3000x4000 or 4000x3000)File Formats: JPG and PNG tend to work best	<p>Upload files up to 30 MB for best results. The high-resolution image is preserved and automatically downsized for online display</p> <p>Avoid working file types such as Photoshop (.psd) or Illustrator (.ai). These files are large, require specialized software, and may become obsolete as programs update over time..</p>
Video	.mp4, .mov	Add videos to your Artwork Archive records by pasting a YouTube or Vimeo link under Add Video Links. This keeps your archive fast, easy to manage, and ensures your videos play beautifully anywhere.
Audio	mp3, wav, aac, flac, ogg, aiff, m4a	Add up to 5 audio files to a single artwork record to give context and add an immersive experience for the public archive.

Essential Information

Key details about the finished artwork.

Identify the work

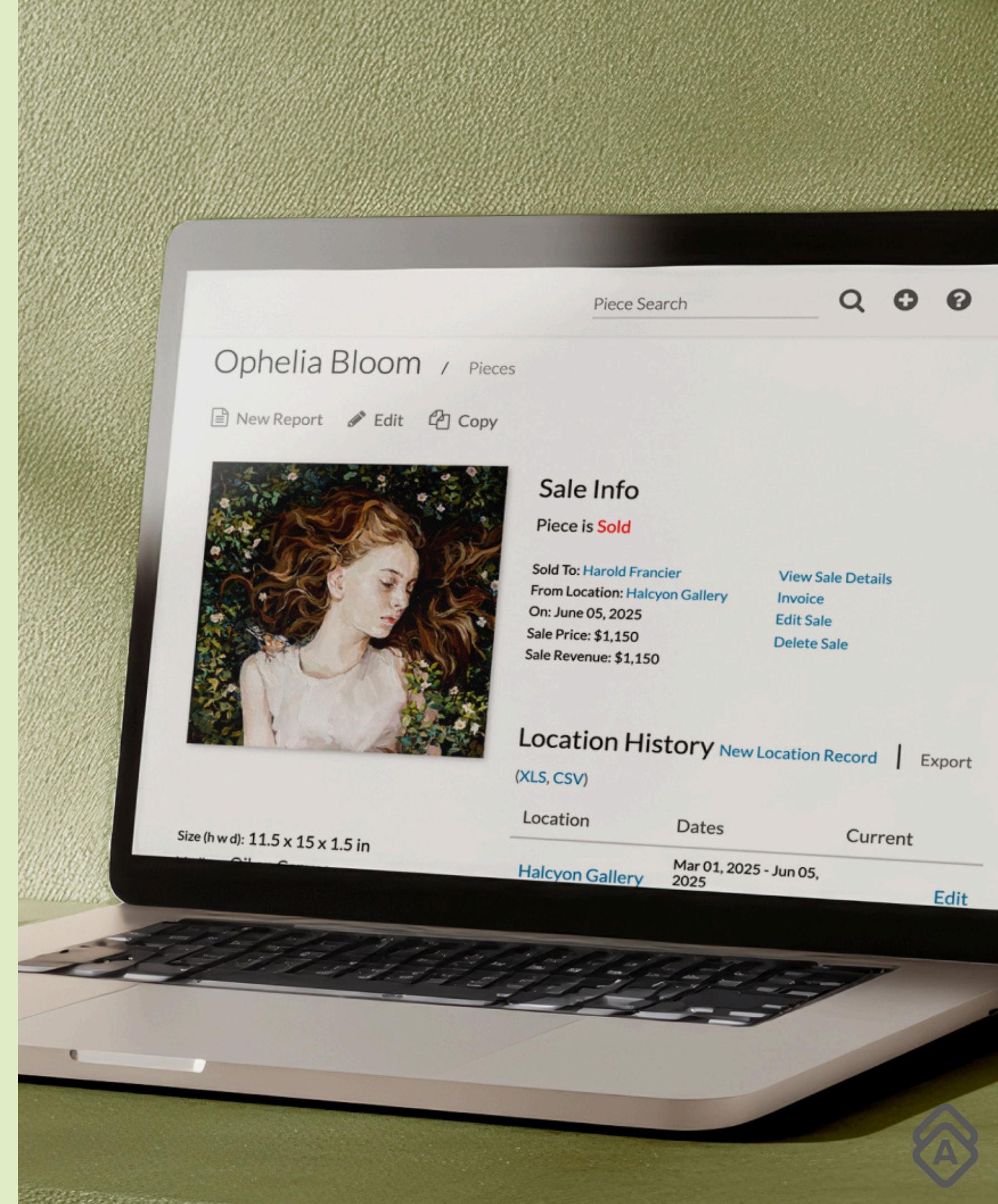
- Title
- Date created
- Medium or materials
- Dimensions or duration
- Edition number (if applicable)
- Inventory number or unique ID

Describe the work

- Description or artist statement
- Subject matter or keywords

Track value and location

- Price or value
- Current location (studio, exhibition, collector, storage)
- Condition notes





Before, At Completion, & After:

Conceptualizing documentation in chronological order

Stage	Component	Purpose
Before Artwork is Complete	Context of Creation	Record how the work was made and what led to its creation. Capture process, inspiration, and intention.
At Completion of Artwork	Images	Upload high-quality images of the finished artwork. These become your archival record and the primary way the work is seen and shared.
At Completion of Artwork	Essential Information	Track key details about the artwork itself, including title, medium, and dimensions.
After the Work Enters the World	Impact & Provenance	Document where the work goes, who it meets, and what happens next. Track exhibitions, sales, locations, publications, provenance, and records of its ongoing impact in the world.

Before the completion of the work:

CREATION & PROCESS

- Inspiration or concept notes
- Sketches or studies
- Material tests
- Project proposals or grant applications
- Technique notes
- Studio reflections

CREATION PROCESS

- High-resolution photograph
- Sketches or drawings
- Written notes or voice memos
- Project proposals
- Process photos
- Exhibition images
- Video
- Artist statements



Artist: Dora Somosi
Courtesy of the artist

At the completion of the work:

ESSENTIAL INFO

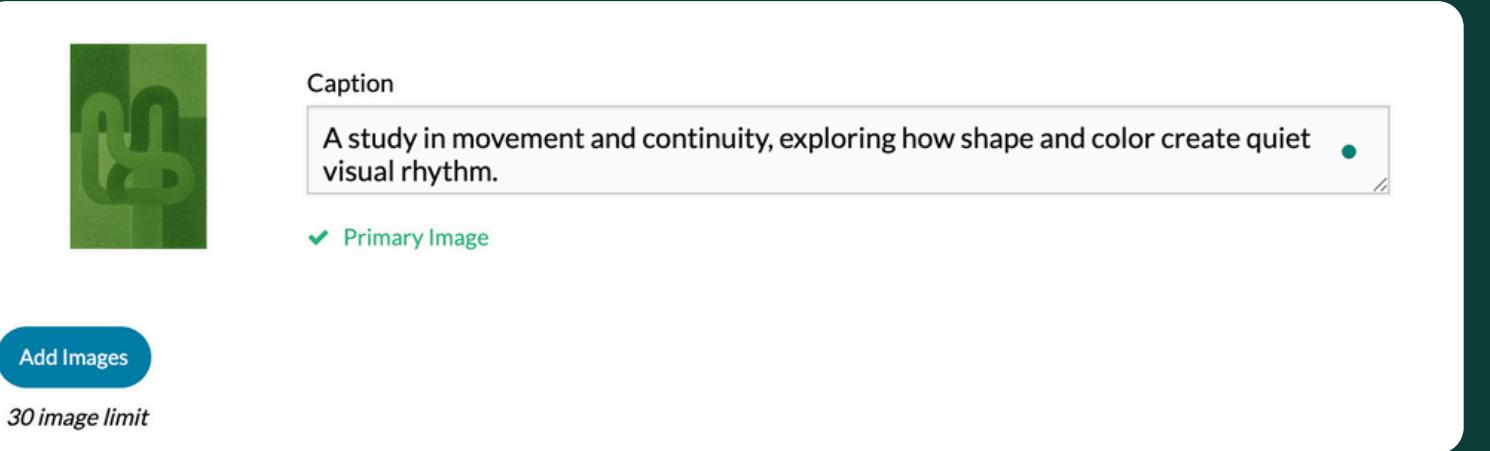
Medium

Date Created:

Dimensions:

Price:

inventory number:



**ALWAYS DOCUMENT THE
ESSENTIAL INFORMATION AND
PHOTOGRAPH YOUR WORK
BEFORE IT LEAVES THE STUDIO.**

**IT'S JUST AS IMPORTANT AS
THE SALE!**



Artist: Dora Somosi
Courtesy of the artist

After the Work Leaves the Studio

AFTER THE WORK LEAVES THE STUDIO

- Exhibition history
- Press and publications
- Collector or buyer information
- Sales invoices and receipts
- Loan agreements
- Condition reports
- Awards and residencies
- Talks and presentations
- Social media highlights
- Restoration or conservation notes

ARCHIVAL MATERIALS

- Bios and artist statements
- CVs
- Press materials and reviews
- Process photos and videos
- Sketchbooks and notebooks
- Exhibition documentation
- Catalogs and books
- Contracts
- certificates of authenticity
- Key correspondence
- Affiliations
- memberships
- Awards, and grants



Artist: Dora Somosi
Courtesy of the artist



YOUR QUESTIONS ABOUT ESSENTIAL ARCHIVAL INFORMATION

Put your questions in the QA, the team
will be answering them as we go.

A photograph of a person's hand holding a pen over a clipboard. The person is wearing a brown sweater. In the background, there are bookshelves filled with books in a library setting.

INVENTORY & ARCHIVING SYSTEMS

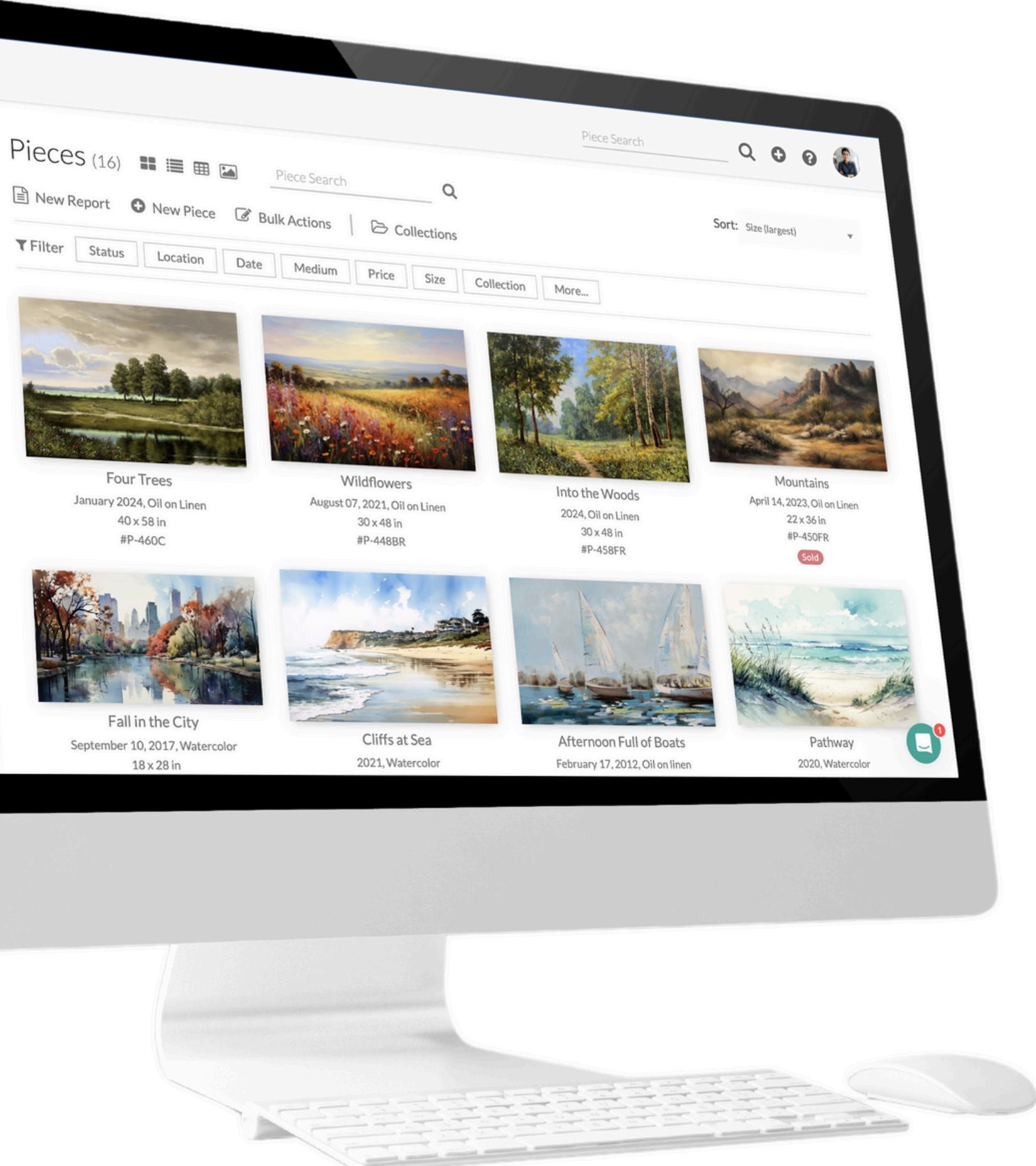
What Is an Archiving or Inventory System?

Inventory is organizing the essential information about your artwork so it's accurate, consistent, and findable.

An art inventory system creates a clear, lasting record of your creative work — so nothing gets lost, overlooked, or forgotten. It forms the foundation of a professional, organized, and sustainable art practice.

An inventory system helps you manage:

- Artwork details and descriptions
- High-quality images and documentation
- Sales, invoices, and financial records
- Exhibition history, provenance, and locations



A complete archiving or inventory system should include

Artwork Information	Captures the basic details that identify each piece.
Visual Documentation	Keep images and media connected to each artwork record.s
Location Tracking	Know where each artwork is stored, exhibited, or loaned.
Exhibitions and History	Records where artworks have been shown or included.
Context and Provenance	Stores background details, process notes, and ownership history.
Contacts	Keep galleries, collectors, institutions, and collaborators linked to your records.
Reports	Generate professional documents for galleries, collectors, and opportunities.
Public Sharing Options	Control which artworks are visible on your public profile or shared privately.
Storage and Access	Keep your archive secure, backed up, and accessible from anywhere.

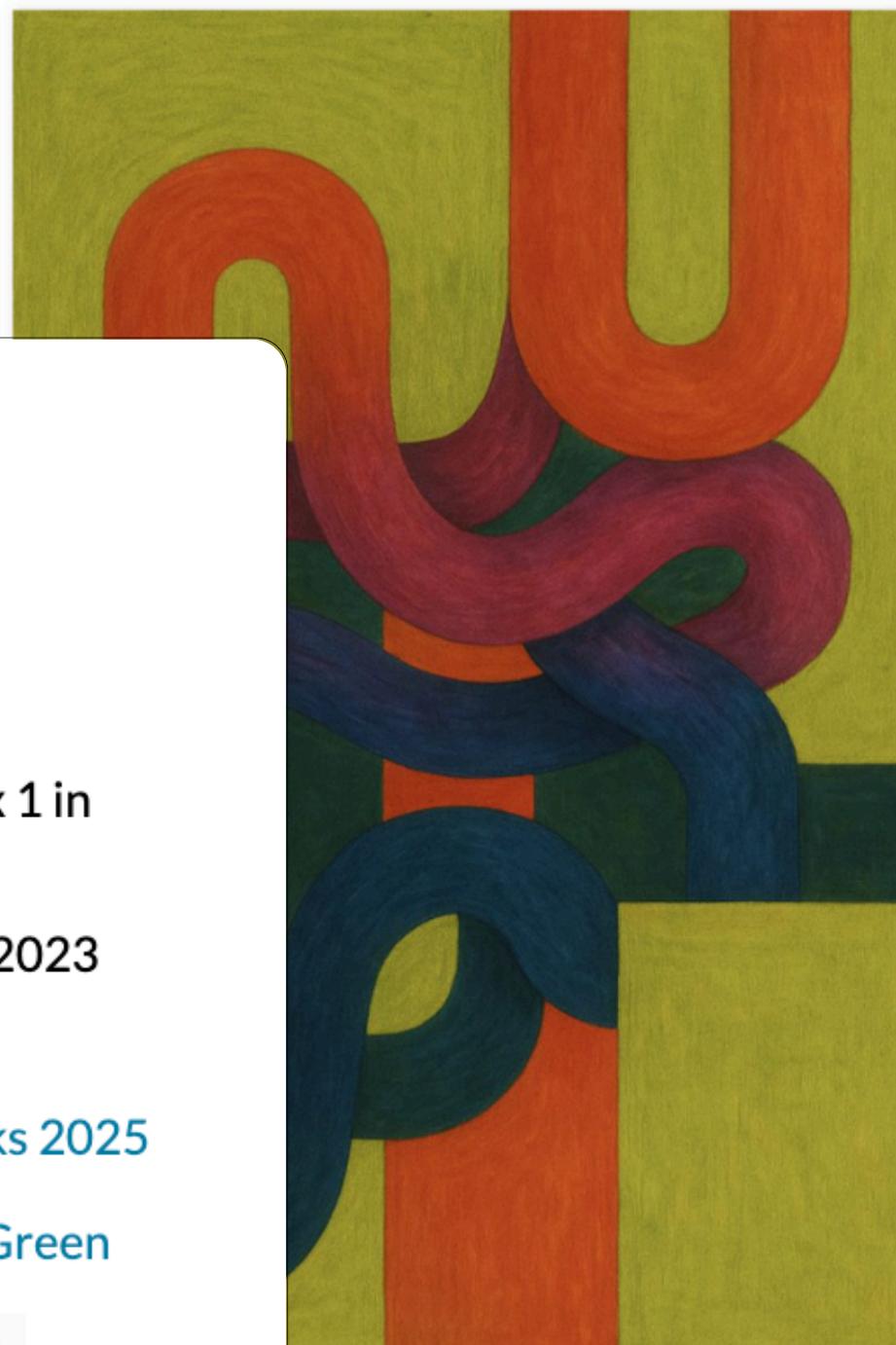


Visual database for archiving



Gesture, No. 3 / Pieces

 New Report  Edit  Copy  \$ Register Sale  Donate  Gift



Size (h w d): 24 x 15 x 3 in

Medium: Monoprint

Subject Matter: Geometric

Type: Print

Framed Size (h w d): 35 x 20 x 1 in

Price \$4,200

Creation Date: January 01, 2023

Inventory Number: PR-0001

Collections: [Available Works 2025](#)

Tags: [Modern](#), [Abstract](#), [Green](#)

Status: Available

Current Location

[Gradient Space](#)

Jul 08, 2025 [\(edit\)](#)

[Assign to New Location](#) | [Return to inventory](#)

Location History

[New Location Record](#)

[Export \(XLS, CSV\)](#)

Location

Dates

[Gradient Space](#)
Systems of Stillness

Jul 08, 2025 -

[Surface Studio](#)

Jan 20, 2025 - Feb 28, 2025
about 1 month

[Meridian Projects](#)
Common Frequencies

Feb 27, 2023 - Mar 26, 2023
28 days

Provenance

Literature References:

Evan Brooks, Refracted Realities: Abstract Painting in the Pacific Northwest, 2015. Pages 142–145.
Clara Vassallo, Elena Park: Between Gesture and Geometry, 2021. Pages 66–70.

Exhibition History

Exhibition

[Pastel](#)
Exhibition
Group Show
1 piece

[Systems of Stillness](#)
Exhibition
Group Show
1 piece
[Gradient Space](#)

[Common Frequencies](#)

Best Practices for Entering Artwork Information

Field Name	Best Practice for Entering This Information
Title	Use a consistent naming approach across your body of work. Avoid duplicate titles. If a piece is untitled, use a structured format such as <i>Untitled (Year)</i> or <i>Untitled #1</i> . Keep capitalization consistent.
Piece Images	Upload high-resolution, color-accurate images. Include at least one full view and detail shots if texture or dimensionality matters. Crop cleanly with neutral backgrounds. Name files clearly before upload (for example: <i>LastName_Title_Year.jpg</i>).
Medium	Use consistent terminology and stick to a controlled vocabulary. For example, always write “Oil on canvas” rather than alternating between “Oil canvas,” “Oil painting,” etc. This improves search and filtering later.
Dimensions (H, W, D)	Measure carefully using the same unit system across all works. Always record unframed dimensions unless noted otherwise.



FULL LIST OF EXAMPLES AND BEST PRACTICES FOR EACH FIELD IN THE ACCOMPANYING WORKBOOK

What Makes a Good Inventory Number

An inventory number (Unique ID) acts as the artwork's permanent reference code.

A strong inventory number is:

- Unique & Consistent
- Human-readable and easy to understand
- Scalable so it works as your body of work grows

Include a year, name or series element.

- Year helps you sort work chronologically
- Name or initials link the number to you as the artist
- Series element groups related bodies of work

Example:

KC-2026-0004 → Fourth piece created in 2026

Use Leading Zeros

Keeps lists neatly ordered.

Example:

- 2026-001
- 2026-010
- 2026-100

Instead of:

- 2026-1
- 2026-10
- 2026-2 (which sorts incorrectly)



Best Practices for Inventory Numbers

Keep the Format Simple

Choose a structure you can repeat easily.

Recommended examples:

- 2026-001 (year)
- KC-2026-001 (Initials)
- FL-2026-001 (Series Flower Series = FL)

Avoid:

- Painting3FinalFinal
- BlueSeriesSmallOne
- Titles as identifiers

Common Numbering Formats Artists Use

- YEAR-SEQUENCE → 2026-014
- INITIALS-YEAR-SEQUENCE → KC-2026-014
- SERIES-YEAR-SEQUENCE → WTR-2026-006
- YEAR-MEDIUM CODE-SEQUENCE → 2026-OIL-003

Simpler is usually better

In Artwork Archive:

- Assign a unique inventory number to each artwork record
- **HOWEVER**, you don't need inventory numbers to find works in a database. You can find works instantly using search and filters



Using Sort & Filter to Find Works

Filter Status Location Date Medium Price Size Collection More... ?

Sort:

- Title (a-z)
- Title (z-a)
- Price (low)
- Price (high)
- Inventory Number (low)
- Inventory Number (high)
- Size (smallest)
- Size (largest)
- Creation Date (recent)**
- Creation Date (old)
- Date Added (recent)
- Date Added (old)
- Last Updated (recent)
- Last Updated (old)
- Type (a-z)
- Type (z-a)
- Medium (a-z)
- Medium (z-a)
- Randomize Daily

Medium

- All
- All
- Giclee Archival Print
- Mixed Media
- Monoprint
- Painting

Height

Width

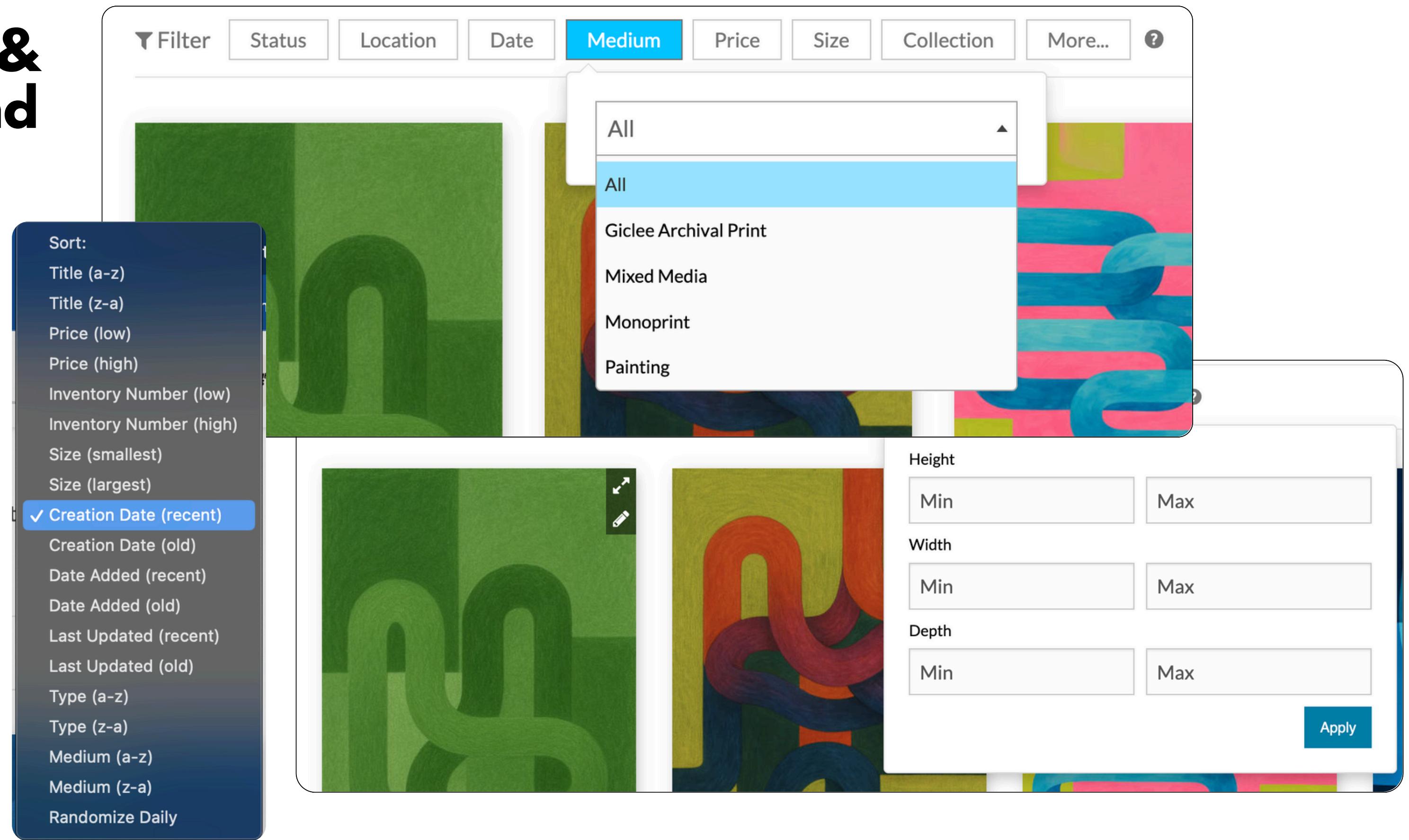
Depth

Min Max

Min Max

Min Max

Apply





Adding Context to Artwork Records

Notes

Care Instructions:

Handle all glass panels with clean, lint-free gloves to prevent oils or smudges.

Clean gently with a microfiber cloth and distilled water; avoid ammonia-based cleaners to prevent streaking or chemical etching.

Check suspension cables periodically for tension and wear; replace if fraying is observed.

Maintain consistent indoor humidity and temperature to prevent stress fractures.

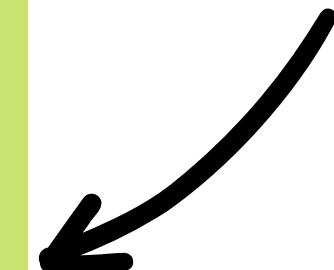
Avoid direct handling of panels during daylight hours when glass may be warmer from sun exposure.

Description

Chromatic Drift (2023) is a site-responsive installation of over one hundred vertical glass panels in tints of amber, rose, aqua, and violet. Each panel hangs from stainless steel cables at staggered heights, catching and refracting daylight. As the sun shifts, the glass casts moving bands of color across the floor and walls.

Viewed in motion, the work creates a soft optical shimmer, turning solid glass into fleeting color. Korrin's craftsmanship balances exacting control with a sense of impermanence, using light to make the gallery itself part of the piece.

ADD CONTEXT AND CARE DETAILS HERE TO YOUR WORK



THE ACTIVE ARCHIVE

Artist: Nanette Moss

What is an **ACTIVE** archive?

A living system that documents, organizes, and supports your work over time.

- An archive is the intentional record of your work over time
- An ACTIVE archive is a working system that keeps your records current, your images accessible, and your practice opportunity-ready





Know Where Your Work Lives

Knowing where each artwork lives is essential for managing your practice professionally.

Locations let you track where every piece is at any moment.

When locations stay updated, you always know:

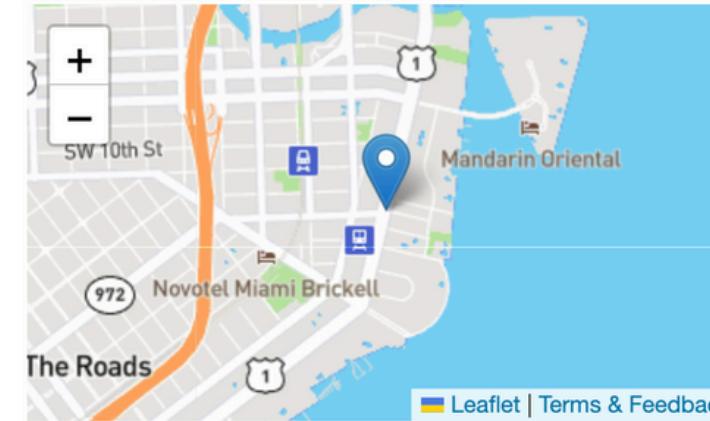
- What is available
- What is sold
- What is on exhibition
- What is out on loan

The result: No misplaced or forgotten artwork.

Quick answers for galleries, collectors, and insurers.

Gradient Space / Locations

New Report Edit Manage Inventory



Leaflet | Terms & Feedback

Pieces at Location 5 pieces \$20,400 retail



Continuum Study



Gesture, No. 2



Nothing Holds,
Everything Bends



Gesture, No. 3



Everything Connects



Melanie Davis
Everything Connects
Monoprint
24 x 15 x 3 in
Framed: 35 x 20 x 1 in
Inv: PR-0001
Price: \$4,200
Consigned: January 13, 2026 - March 20, 2026

Original, framed Melanie Davis print



Melanie Davis
Gesture, No. 2
Mixed Media
24 x 15 x 0.5 in
Framed: 77 x 55 x 4 in
Price: \$3,000
Consigned: January 13, 2026 - March 20, 2026

Original framed portrait by artist Melanie Davis



Melanie Davis
Gesture, No. 3
Mixed Media
24 x 15 x 0.5 in
Framed: 77 x 55 x 4 in
Inv: 0004
Price: \$3,000
Consigned: January 13, 2026 - March 20, 2026

Original framed portrait by artist Melanie Davis



Documenting Exhibitions in Your Archive

Link exhibitions to Locations to keep your artwork's history accurate.

Field Name	Best Practice for Entering This Information
Exhibition Name	Use the official show title. Keep naming consistent across your archive. If untitled, use a descriptive placeholder
Show Type	Select the appropriate type from the dropdown (Exhibition, Fair, Online, etc.).
Solo or Group Show	Mark clearly whether the exhibition is solo or group. This helps when generating CVs
Description	Add a short summary of the exhibition concept or theme.
Phone	Enter the primary contact number for the venue or organizer.
Email	Add the main contact email for the exhibition. This keeps communication easy to reference.
Website	Paste the exhibition or venue website link. Test occasionally to ensure links remain active.
Fee	Record submission or participation fees. This helps track expenses over time.
Curator(s)	Enter curator names. Use consistent spelling across exhibitions to improve search later.
Juror(s)	Add juror names for juried exhibitions or competitions.



Use Your Archive As A Relationship Tool

Your archive is not only about artworks, it is also about your network.

Contacts in Artwork Archive store collectors, galleries, curators, collaborators, and institutions. You can link contacts directly to artworks, sales, exhibitions, and communications.

This allows you to:

- See who owns specific works
- Track exhibition partners
- Maintain relationship histories
- Prepare targeted outreach for new opportunities

Over time, your archive becomes a relationship record as well as an artwork inventory.

Lonnie Batres / Contacts

Invoice Edit Add Reminder



Phone: 201-309-7116
Email: LonniePBatres@gmail.com
Birth Date: March 16, 1975

Jersey City NJ 07304 USA

Projects
Groups
Collectors

Reminders for Lonnie Batres

Wed Jan 21 Follow up regarding potential purchase of Gesture #6 Contact: [Lonnie Batres](#)

Show All

Purchases/Acquisitions by Lonnie Batres

Artwork Info	Sales Info	Sales Price	Net	
 Everything Connects January 16, 2026	Type: Sale Client: Lonnie Batres Location: Gradient Space	\$3,780	\$3,780	Actions

Recent Accounting Records for Lonnie Batres

Type	Description	Info	Amount	
July 22, 2024 Revenue	Custom Framing No Category From Invoice 1003	Payer: Lonnie Batres Tax Collected: \$22.40	\$320	Actions

[See All Expense/Revenue](#)



Best practices for entering contact records

Track collectors, galleries, and collaborators alongside your artwork

Area	What to Enter
Basics	Full name, role or title, organization, email, phone number, and mailing address. Add website or social links if relevant.
Interactions	Notes from meetings, studio visits, calls, or email conversations. Include dates and key discussion points.
Interests	What they collect, exhibit, or respond to. Note specific artworks, themes, or mediums they've shown interest in.
Communication & Preferences	Preferred contact method (email, phone, social), frequency of updates, and any communication boundaries.
Personal Touches	Birthdays, career milestones, shared interests, or personal details that help build genuine rapport.
Feedback	Comments or responses they've shared about your work, exhibitions, or portfolio. Date entries when possible.
Opportunities	Potential collaborations, exhibition ideas, referrals, introductions, or future leads that arise in conversation.
Follow-Ups	Date of last contact, response status, and reminders for when to check in again.



Build Relationships That Lead to Sales

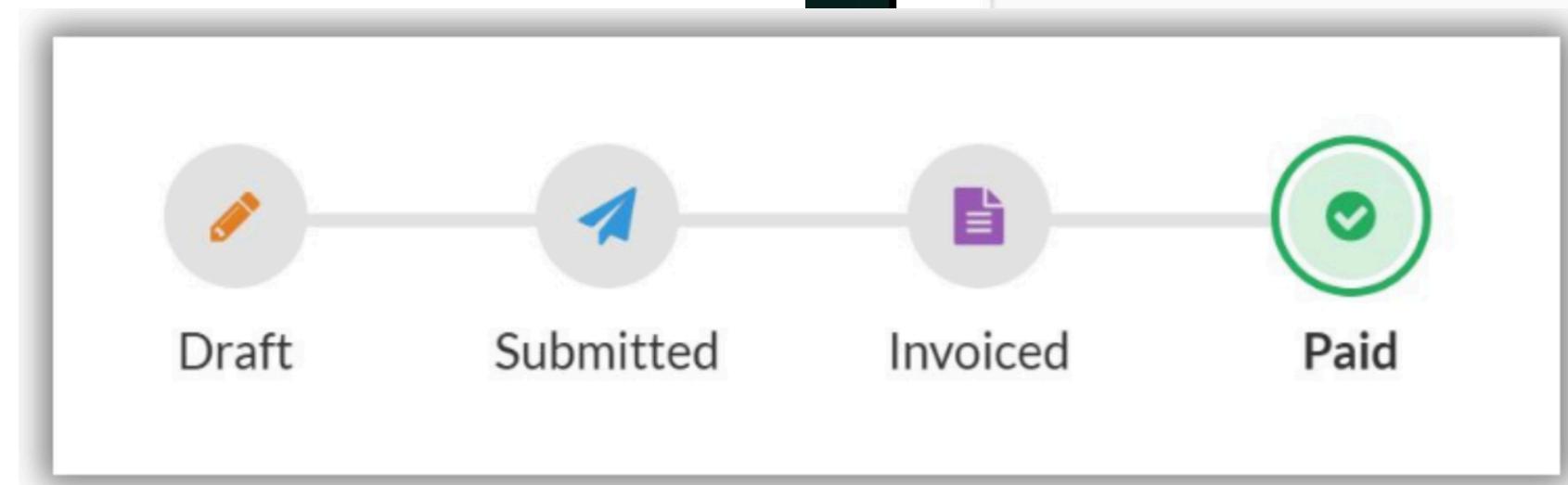
Your Sales Pipeline works hand-in-hand with Artwork Archive's built-in CRM.

What's a CRM?

(Contact Relationship Management—but think of it as your memory bank for everyone who matters.)

Manage potential sales from inquiry to final sale

- *Commission projects*
- *Public art proposals*
- *Collector inquiries*



New Proposal

* CLIENT (REQUIRED)

Aurelie Foucault

[Create new contact](#)

PROPOSAL DETAILS

* PROPOSAL NAME

Proposal for Aurelie

VALID UNTIL

vorite work selected in studio visit and via



Make Every Sale Feel Seamless (and Look Good Doing It)

Invoicing on Artwork Archive helps you sell like a pro—without the busywork.

What is Invoicing on Artwork Archive?

- Easily create polished, professional invoices directly from your inventory
- Track payments and keep your financial records organized in one place
- Save time with templates—no need to start from scratch for every sale
- Keep your business running smoothly with integrated sales tracking and reporting
- Impress buyers with clean, branded documents that build trust

Invoice #1001

INVOICE DATE: March 25, 2023
DUE DATE: March 24, 2023

FROM: Melanie Davis
United States
sophia.rouhana+1@gmail.com

TO: Cora Osborne
416 Barfield Lane
Indianapolis, IN 46225
317-472-8340
cora.osborne@gmail.com

INVOICE ITEMS:

Artwork	Original Price	Invoice Price	Tax
 Emerging, 2019 Mixed Media on Panel 77 x 55 x 4 in (framed) Inv #: 0007	\$7,000	\$7,000	Sale: \$7,000 Comm.: (\$3,500) Net: \$3,500.00
			Commission Invoice Price: Total Tax:
			\$3,500.00 \$3,500.00 \$0.00
			Total: \$3,500.00



Track Expenses with Ease and Price Your Work with Confidence

Track general expenses and individual artwork costs

Understand what you're spending on materials, framing, shipping, and more—on a project or studio-wide level.

Budget smarter for grants, commissions, or public art proposals

Plan ahead with accurate cost estimates that strengthen your applications.

Price your work more effectively

Ensure your prices reflect the full cost of creating and delivering your artwork.

Simplify tax time

Have all your expenses organized and ready when you need them—no scrambling or guesswork.

Income Report

Sophia Rouhana

September 16, 2022

Total

Expense Items	18	(\$4,993.45)
Total	18	-\$4,993.45

Expense By Category

Category	Expense Items	Amount
No Category	1	(\$350.00)
Appraisals	1	(\$400.00)
Framing	2	(\$675.00)
Legal And Professional Service	1	(\$500.00)
Marketing	1	(\$25.00)
Materials	1	(\$37.50)
Membership Dues	2	(\$430.00)
Online Services	1	(\$288.00)
Professional Development	1	(\$135.00)
Rent And Lease	2	(\$750.00)
Shipping	1	(\$378.00)
Storage	1	(\$200.00)
Supplies	2	(\$324.95)
Travel Expenses	1	(\$500.00)

All Records

Date	Title	Values	Info
May 26, 2022	Gold Frame	(\$350.00)	Type: Expense Payee: The Artist's Framer Category: No Category Piece: Articulated Axis
May 26, 2022	Gold Frame	(\$350.00)	Type: Expense Payee: The Artist's Framer Category: Framing Piece: Articulated Axis
Apr 01, 2022	Travel to Dusseldorf For Tanzhaus	(\$500.00)	Type: Expense Payee: Tanzhaus Category: Travel Expenses
Jan 20, 2022	Denver MCA annual membership	(\$180.00)	Type: Expense Payee: Denver MCA Category: Membership Dues

Jan 06, 2019	Painting Supplies Two tubes of oil paints, brush set, canvas	(\$274.95)	Type: Exp Category
Jan 01, 2019	Studio Rent January	(\$350.00)	Type: Exp Category
Dec 07, 2018	Art Business Seminar 3-day seminar	(\$135.00)	Type: Exp Payee: M Category Developm
Nov 15, 2018	Facebook/Instagram Ad Holiday ads	(\$25.00)	Type: Exp Category



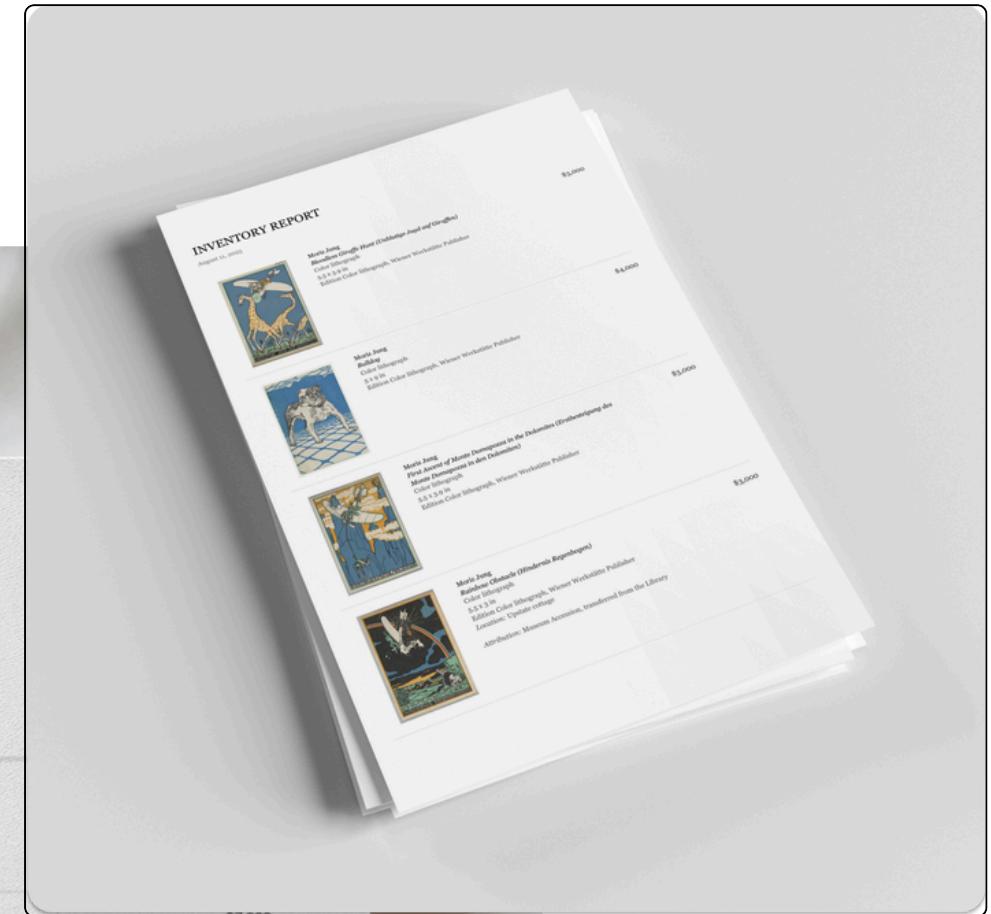
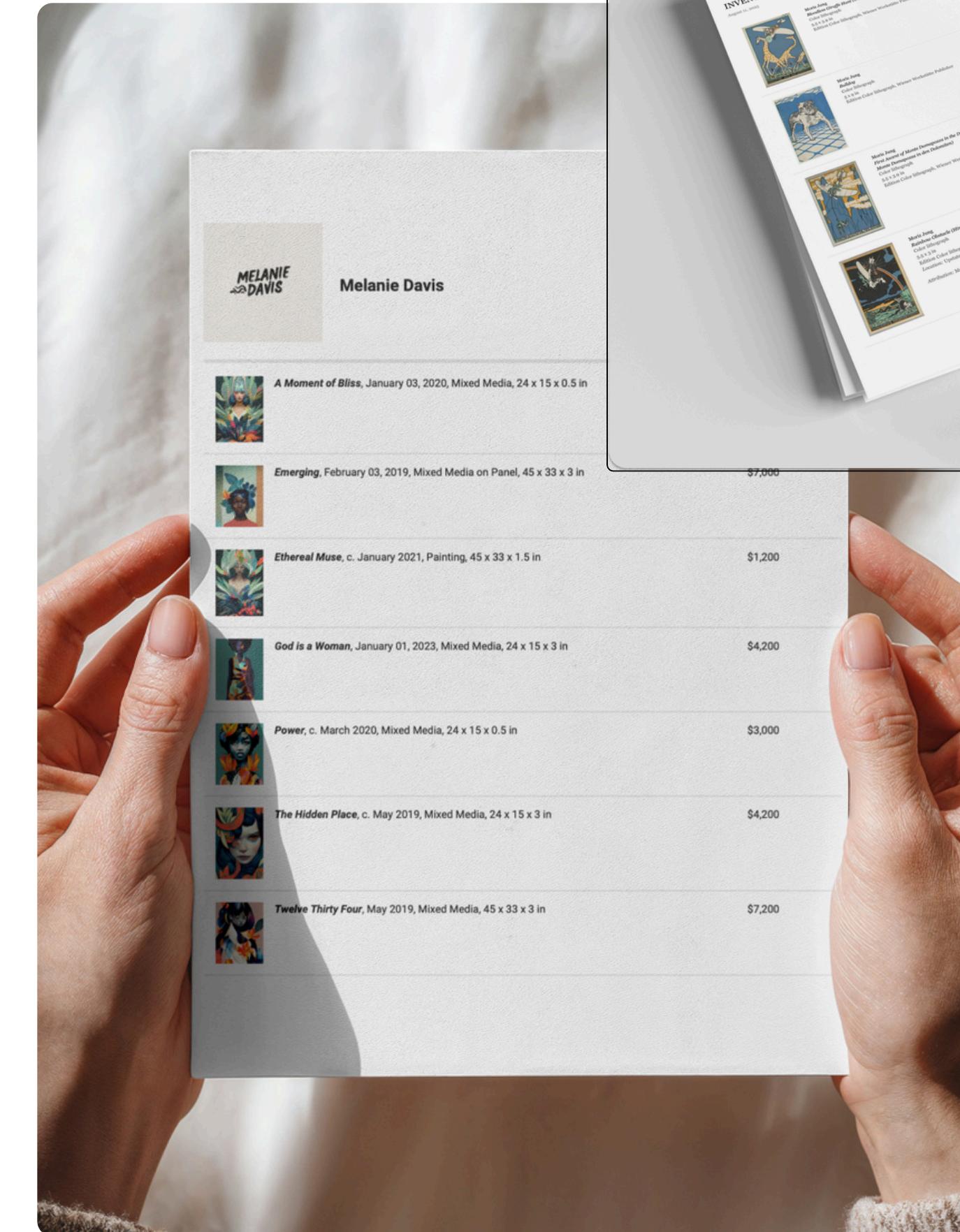
Create Professional Documents In Minutes

With an archiving system like Artwork Archive, you can generate polished, professional documents directly from your records—without rebuilding information each time.

With a few clicks, you can:

- Generate inventory reports
- Create price lists and catalog pages
- Produce exhibition and consignment documents
- Prepare certificates of authenticity
- Export clean, shareable PDFs for galleries and collectors

Your record keeping and professional documentation stay aligned, saving time and ensuring accuracy whenever opportunities arise.





Documents Created Directly From Your Records



INVENTORY REPORT

MELANIE DAVIS

INVENTORY REPORT
January 22, 2026

	Continuum Study Melanie Davis Mixed Media 24 x 15 x 0.5 in Location: Gradient Space	\$3,000
	Everything Connects Melanie Davis Monoprint 24 x 15 x 3 in	\$4,200
	Nothing Holds, Everything Bends Melanie Davis Mixed Media 45 x 33 x 3 in Location: Gradient Space	\$7,200

Melanie Davis
sophia.rouhana+1@gmail.com

CATALOG PAGE

MELANIE DAVIS

Melanie Davis
Everything Connects, 2023
Monoprint
24 x 15 x 3 in
\$4,200

Melanie Davis
sophia.rouhana+1@gmail.com

CONSIGNMENT REPORT

MELANIE DAVIS

Consignment Sheet

To:
David Kordansky Gallery
5130 W Edgewood Pl
Los Angeles CA 90019
US

Consignment Info:
Date: Mar 24, 2023

Included: 1 Works

Continuum Study
Melanie Davis
Mixed Media
24 x 15 x 0.5 in
Location: Gradient Space

Date _____
Received By _____
Signature _____

TEAR SHEET

MELANIE DAVIS

January 22, 2026

	Anchored at the Smallest Crossing , May 05, 2020, Mixed Media, 24 x 15 x 1.5 in \$5,000
	Continuum Study , January 03, 2020, Mixed Media, 24 x 15 x 0.5 in \$3,000
	Continuum Study , January 03, 2020, Mixed Media, 24 x 15 x 0.5 in \$3,000
	Everything Connects , January 01, 2023, Monoprint, 24 x 15 x 3 in \$4,200
	Folded Horizon , March 2020, Mixed Media, 24 x 15 x 0.5 in \$1,500
	Gesture, No. 2 , January 03, 2020, Mixed Media, 24 x 15 x 0.5 in \$3,000
	Gesture, No. 3 , January 03, 2020, Mixed Media, 24 x 15 x 0.5 in \$3,000

COA

MELANIE DAVIS

CERTIFICATE OF AUTHENTICITY
This certifies that the artwork described below is an authentic work

MELANIE DAVIS
Nothing Holds, Everything Bends

Date: May 2019
Medium: Mixed Media
Dimensions: 45 x 33 x 3 in
Price: \$7,200

Original, framed work by artist Melanie Davis
Inventory: 0010
Framed: 77 x 55 x 4 in

This artwork is a one-of-a-kind original piece, derived from my own observation, imagination, sketch or photograph. All copyrights and reproduction rights are retained by Melanie Davis. This artwork may not be reproduced by any process or medium without the express written permission of the artist.

NAME _____ DATE _____

SIGNATURE _____

EXHIBITION REPORT

Common Threads
Melanie Davis

Dates	Info
Start Date: Feb 03, 2023	Type: On Site
End Date: Feb 26, 2023	Location: Surface Studio 125 E Boulder Street Colorado Springs, CO 80903
Reception Date: Feb 03, 2023	
Submission Deadline:	Website: https://wwwSurfaceStudioGallery.com/
Notification Date:	Email: www.email@emailaddress.com
Delivery Date:	
Pickup Date:	

Made to Return
Melanie Davis
c. January 2021
Painting
45 x 33 x 1.5 in
Inv: 0003
\$1,200
Status: Submitted

Everything Connects
Melanie Davis
January 01, 2023
Monoprint
24 x 15 x 3 in
Inv: PR-0001
\$4,200
Status: Accepted
Won Award Best in Painting

Folded Horizon
Melanie Davis
March 2020
Mixed Media
24 x 15 x 0.5 in
Inv: 0006
\$1,500
Status: Accepted

Anchored at the Smallest Crossing
Melanie Davis
May 05, 2020
Mixed Media
24 x 15 x 1.5 in
Inv: 0009
\$5,000
Status: Not Accepted

Portfolio Page

MELANIE DAVIS

ADDITIONAL INFORMATION
Signature Info: Signed. Signature on lower right corner
Subject Matter: Portrait
In Collections: Linear Collection
Tags: illustration, collage, portrait, portraiture, mixed media, painting

DESCRIPTION
Original framed portrait by artist Melanie Davis

Melanie Davis
Gesture, No. 2
January 03, 2020
Mixed Media
24 x 15 x 0.5 in (60.96 x 38.1 x 1.27 cm)
\$3,000
Location: Gradient Space



Share Work Easily And Professionally

Private Rooms let you create curated viewing experiences for:

- Galleries
- Curators
- Collectors
- Grant or residency reviewers
- Collaborators

You choose which works to include. Artwork Archive automatically formats images, titles, and details into a polished presentation.



Collector Preview – Spring 2026 Collection from Melanie Davis

Explore a curated selection of new and available works from my Spring 2026 collection. This private viewing room offers detailed artwork information, images, and pricing to support confident collecting. Please feel free to reach out with questions or requests for additional details.



Folded Horizon, 2020
Mixed Media
24 x 15 x 0.5 in
\$1,500



Everything Connects, 2023
Monoprint
35 x 20 x 1 in (framed)
\$1,000



Let the Body Be the Garden, 2019
Painting
77 x 55 x 4 in (framed)
\$7,000



Anchored at the Smallest Crossing,
Mixed Media
35 x 20 x 4 in (framed)
\$5,000

[◀ Back to all artwork](#)



Melanie Davis
Everything Connects, 2023
Monoprint
24 x 15 x 3 in
Framed: 35 x 20 x 1 in
Inv: PR-0001

[FAVORITE](#)
[MESSAGE](#)

Original, framed Melanie Davis print

Provenance

Work has been in the Studio of Melanie Davis from the time of creation 1/1/2023 to 2/28/2023
Work will be at gallery exhibition at Kreuser Gallery 3/1/2023 until April 2023

Exhibition History

Group Exhibition - 2023-02-03 *Flora Extravaganza*, Surface Studio

Collections:



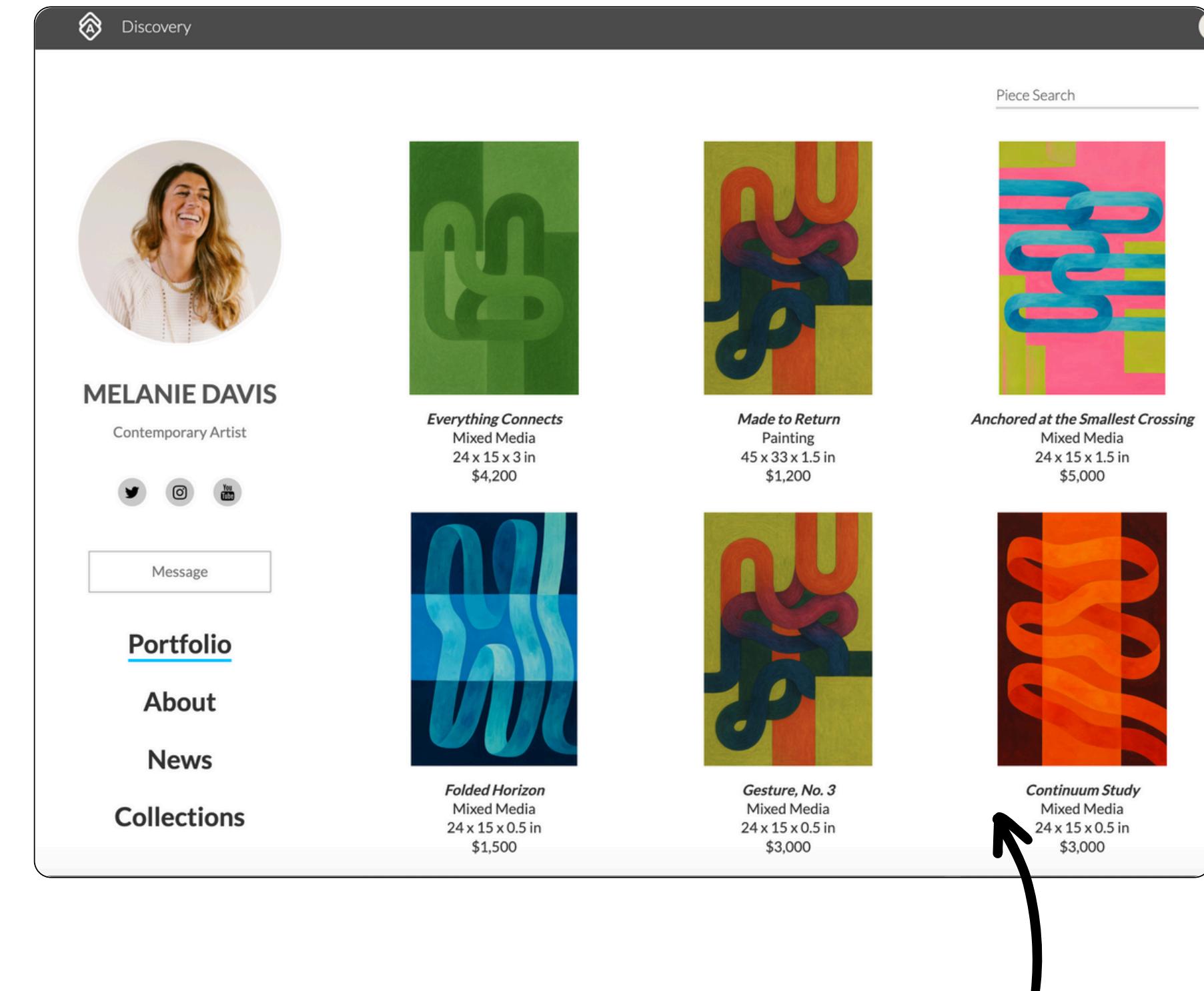
Keep Your Portfolio Updated Automatically

Your Public Profile transforms your archive into an online portfolio.

With a few clicks, you can:

- Share selected works publicly
- Display your artist bio and statement
- Embed video documentation
- Present a professional, searchable portfolio

Because your Public Profile pulls directly from your archive, updates happen once and appear everywhere.



**LET YOUR ARCHIVE POWER YOUR
ONLINE PRESENCE.**



Increase Visibility With Discovery

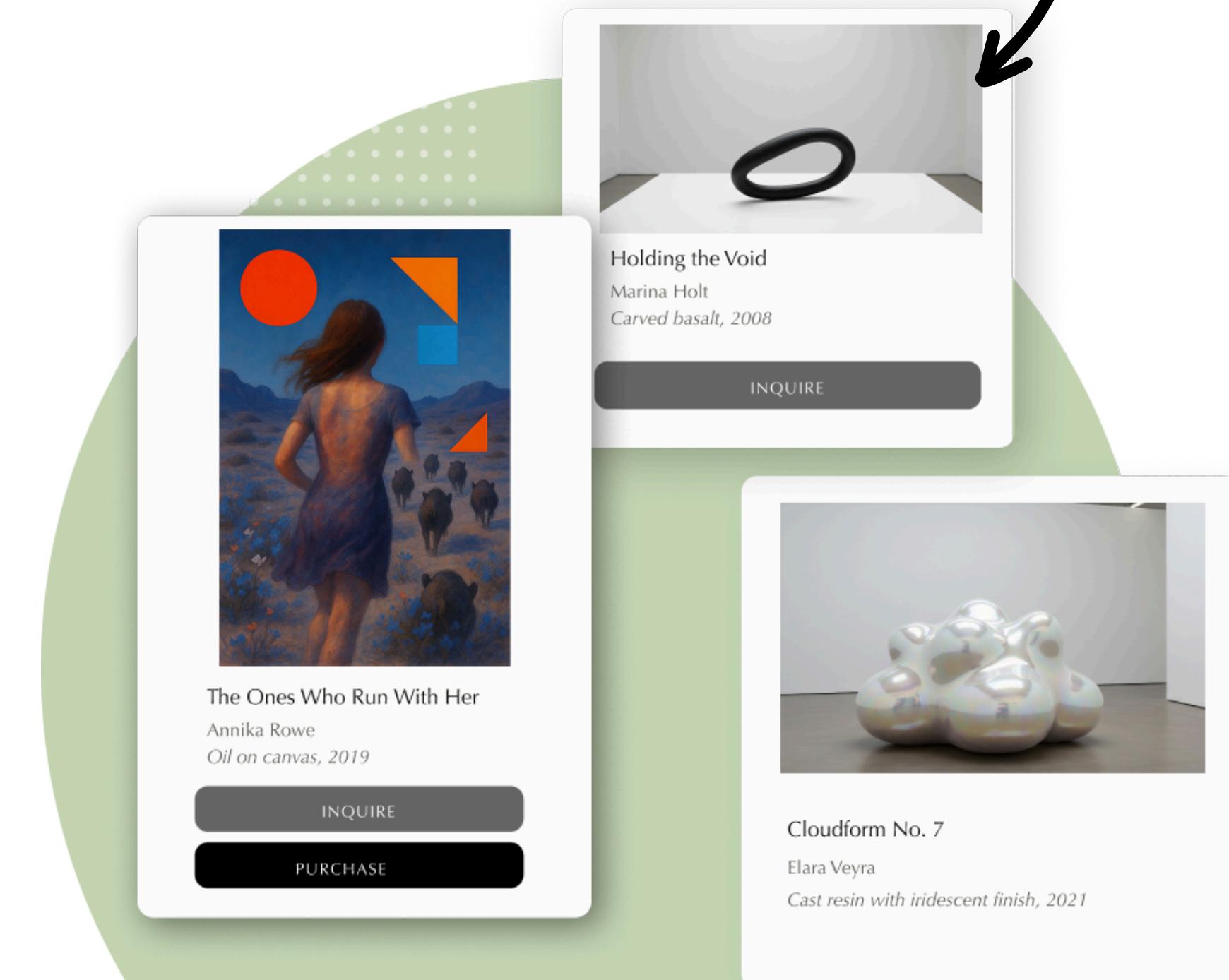
Reach collectors and curators online through your archive.

When your Public Profile is active, you can choose selected works to appear on Artwork Archive Discovery, where collectors and curators browse artwork on the platform.

You stay in control

- Choose which works are visible
- Decide whether your profile appears on Discovery
- Control what information viewers can see
- Keep everything private if you prefer

REACH COLLECTORS AND CURATORS ONLINE..





YOUR QUESTIONS ABOUT INVENTORY & ARCHIVING SYSTEMS

Keep your questions in the QA. If we
don't get to yours in this session, our
team will follow up with a response.

ARTISTIC LEGACY





What Does Your Legacy Look Like?

(Hint: It's More Than Just the Art)

Your legacy is not only what you create.

It's what you leave behind, who you influence, and how your story is told.

ARTISTS LEAVE A MATERIAL LEGACY

Your artwork becomes the tangible record of your creative life.

Paintings, sculptures, installations, and sketchbooks carry your story into the world. Each recorded piece strengthens the story of your creative journey.

ARTISTS CREATE A LEGACY OF IMPACT

Artists also create a legacy of impact. Through mentoring, collaboration, and shared experience, your influence continues through the people around you.

ARTISTS BUILD A HISTORICAL LEGACY

Your perspective adds to the cultural record.

Your archive ensures future audiences can discover and understand your work.





Let's Pause & Reflect



Let's take a moment to slow down and return to your own practice.

Building a legacy happens gradually. It begins with the reflections you make today and the stories you decide to record and carry forward.



Artist: Mila Rossi

Defining Your Creative Voice



- The most meaningful works I've created are...
- In the future, when people talk about my art, they will say...
- I wouldn't be where I am today if it hadn't been for...
- My artistic voice is unique because...

Take a moment to write your answers down for yourself and feel free to share one of your answers in the chat!

We'd love to hear what's coming up for you as you consider your legacy.

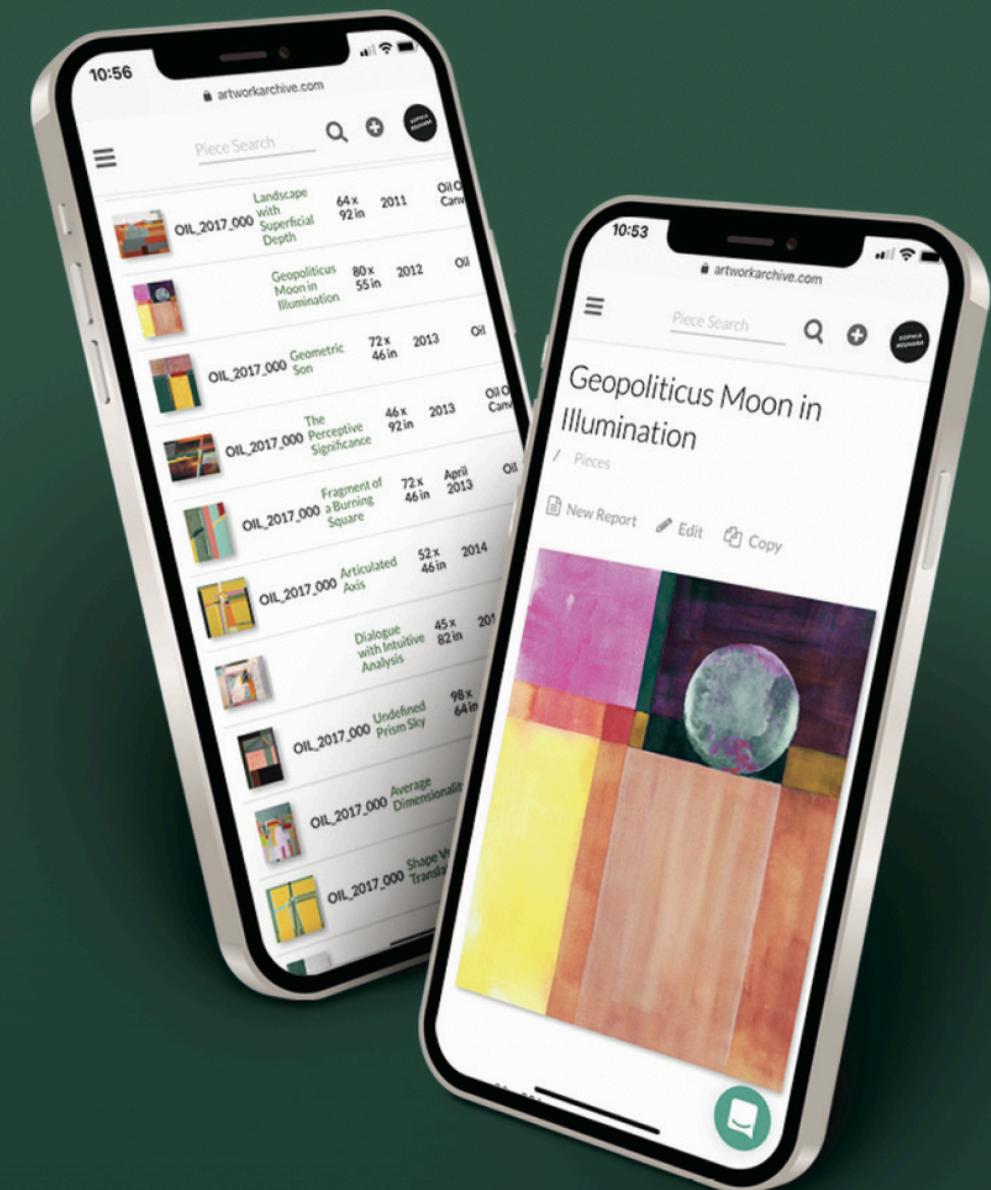


Artist: Mila Rossi

Build Your Archive. Tell Your Story. Protect Your Artistic Legacy.

How to begin:

1. Check your email for daily worksheets to guide you through setting up your own archive.
2. If you're already using Artwork Archive, log in and keep the momentum up.
3. If not, you can start a free 14-day trial—no credit card required.



Pricing for Artist Plans

(Annual & Monthly options available)

A professional archive at every stage of your career.

Begin with simple cataloging and upgrade as you need more storage, features, and presentation tools.

You can find full pricing and plan information at artworkarchive.com/pricing

Apprentice

Start strong with the core tools to organize and share your artwork.

\$9 /mo

- 100 artwork records in inventory
- 10 locations
- Single User
- Public Profile
- PDF Reports
- Integrated CRM
- Online Invoicing
- Edition/Print Tracking
- Private Rooms
- Sales Pipeline
- Public Profile Web Embed
- Payment Processing
- Income & Expense Tracking

[Start Free 14-day Trial](#)

No credit card required

Most Popular

Professional

Grow your archive & career with powerful tools for sales & presentation.

\$18 /mo

- 500 artworks records in inventory
- 50 locations
- Single User
- Public Profile
- PDF Reports
- integrated CRM
- Invoicing & Payment Processing
- Edition/Print Tracking
- Private Rooms
- Sales Pipeline
- Public Profile Web Embed
- Income & Expense Tracking
- Free Data Import

[Start Free 14-day Trial](#)

No credit card required

Master

Go unlimited—with the flexibility and features to scale.

\$36 /mo

- Unlimited inventory & storage
- Unlimited locations
- Three Users
- Public Profile
- PDF Reports
- integrated CRM
- Invoicing & Payment Processing
- Edition/Print Tracking
- Private Rooms
- Sales Pipeline
- Public Profile Web Embed
- Income & Expense Tracking
- Free Data Import

[Start Free 14-day Trial](#)

No credit card required



Resources to Support Your Art Career

Resource Center:

www.help.artworkarchive.com

Sign up for our newsletter:

www.artworkarchive.com/newsletter

Get tips and read more:

www.artworkarchive.com/blog

Watch additional webinars:

www.artworkarchive.com/webinars

Contact us:

team@artworkarchive.com

**Try a 14-day free trial with
no credit card required.**



Follow us Instagram!

www.instagram.com/artworkarchive

You've Already Started...

- You showed up today
- You've learned how an archive can benefit you - at every stage of your career
- The worksheets in your inbox will guide you *(one small step at a time)*



Build Your Archive!

- Take that first photo
- Record that first detail
- Move your work out of the studio and into the world

Start today.

Experience the benefits of your active archive.

WORKBOOK

The Active Archive

Easily Document, Organize,
and Preserve Your Art

