

# The Consignment Process

*Our goal is to guide you through a successful transaction with your art.  
Here's how...*

## Let's start with the specifics



*Detailed photographs and descriptions are the key to a successful sale.*

1. After we connect, the consignment checklist will be completed by the seller, completing all necessary details in order to start the research process (measurements, provenance, etc...).
2. Once the completed checklist is returned, we start the research process to determine a realistic and fair reserve price for your art. **\* The consultation fee is due prior to the research necessary for the reserve price. See the final page for details.**
3. Once the research process is completed, the seller is contacted with a suggested reserve price. If a price is agreed upon, payment details are discussed and finalized with the seller.

The selling agreement will be drawn up and signed by the seller to consign their work with Acquisitions of Fine Art.

# Consignment Checklist

\*3 or 4 images are required

One clear, high-resolution photo of the front image

A close-up of the artist's signature

The edition #

any additional markings on the front or back of the piece

Artist: \_\_\_\_\_

Title : \_\_\_\_\_

Medium: \_\_\_\_\_

Year: \_\_\_\_\_ Edition # \_\_\_\_\_

Framed Dimensions: \_\_\_\_\_

Image Dimensions: \_\_\_\_\_

Certificate of Authenticity: \_\_\_\_\_

Certificate of tirage (the publisher record): \_\_\_\_\_

Provenance records (history of ownership): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*\*Please attach any records including a certificate of authenticity, provenance records (history of ownership) and certificate of tirage (the publisher record).

\*\*\* According to IFAR (International Foundation for Art Research) the catalogue raisonné includes scholarly compilations of an artist's body of work. These are critical tools for researching the provenance and attribution of artwork.

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# The Consultation Fee

*It is important to note that there is a \$75 consultation fee for each piece of art submitted for consignment. Payment details will be finalized between the seller and Acquisitions of Fine Art. If you have any further questions, feel free to email the gallery at [info@acquisitionsoffineart.com](mailto:info@acquisitionsoffineart.com).*

## What does the fee include?

- Research - Outside of online websites available to the public, our accessibility to numerous, specialized, subscription-based research channels are specifically tailored to fine art research. These sources record up-to-date information on numerous artists, catalogues raisonnés, justification de tirage, and historical archives.
- Resources - Aside from galleries and auction houses, we look at primary and secondary art market trends to determine a fair, yet, realistic reserve price for you. Whether your art is from a contemporary artist or old master, we have a large database to gain the most accurate information.
- Social media sources - We reach hundreds of users through our pages on Facebook, Instagram, Twitter as well as our subscribers to our monthly newsletter.
- Access to our private collectors - The staff at Acquisitions of Fine Art has over 30 years of experience in the art industry. Our private collectors trust the experience shown at the gallery. Whether in person or online, our clients are informed of the special pieces available to them.

**Your investment is important  
at Acquisitions of Fine Art.**