

Condition Reports

When any item is brought in for custom framing it needs to be assessed in front of the customer and noted as to its basic condition. Picture framers are liable for any damage or changes that occur during their possession of the art, and at times a customer may not have noticed a crease or dirt spot unless pointed out to them. Documenting the condition of the art should be a routine part of the design process regardless of its potential value. This same condition report also stands as proof of the item if damage does occur and there is an insurance claim.

Condition reports should not be a small side bar note on the sales ticket, but an actual sheet designated for establishing any existing damage or characteristics for future reference. There are four basic types of artwork reports that should be available including: photography and graphics on paper and plastic media; digital artwork and photographs on paper, textile and rigid media; needleart and related textile substrates; and artwork on stretched textile supports. Graph paper may be used to grid and note specific existing damage.

Filling out an inspection report is part of the analysis phase of the design process. It is a time when additional information may be presented to the customer and more discussion on framing options is possible.

EXAMINATION

Always wear white cotton gloves when handling artwork and objects. Mylar sheets should be used to cover delicate media such as Ilfochromes, digitals and pastels during examination. When rematting or reframing a piece it should be dismantled in front of the customer to examine the inside, under the mats and the back.

SAMPLE ART

Art on Paper or Document

Original art: graphite, charcoal, pastel, oil pastel, ink, watercolor, gouache, mixed media

Printed art: offset litho LE and open edition, stone rubbings

Printed documents: letterpress, letters, advertising, magazines, newspapers, book pages, maps

Photography (Analog or Digital) on paper or plastic media

Fine art photography, portraiture, snapshots

Analog film or digital using RA-4 chemistry, silver halide, fiber base, resin-coated, Ilfochrome RC

Ilfochrome classic on polyester

Digital Print on Paper, Textile (canvas) or Rigid Media

Photos, print images, giclees, LE canvases

Dry toner: electrophotographic, electrostatic

Thermal transfer: dye sublimation, dye transfer

Inkjet: thermal, piezo, phase change (wax)

Needleart and Textiles

Needleart: knit, crochet, embroidery, cross-stitch, crewel...

Fabric art: batik, mola, tapa, scrolls, silk painting, silk embroidery

Living textiles: rugs, tapestry, linens, clothing

Paintings on Stretched Textile Supports

Canvas and linen: oils, acrylics, alkyd, encaustic, mixed media

CONDITION REPORT
Art on Paper or Document

Client _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Art/Subject _____

(graphite, charcoal, pastel, oil pastel, ink, watercolor, gouache, mixed media, printed ink, offset litho...)

Medium _____ Substrate _____

Size Height _____ Width _____ Paper weight _____

Declared Value _____

Condition (see damage recorded on attached grid sheet)

- | | | |
|--------------------|-------------------|-----------------------|
| ____ Abrasion | ____ Fly Specks | ____ Previous Repairs |
| ____ Acid Burn | ____ Fingerprints | ____ Puncture |
| ____ Bulge | ____ Foxing | ____ Smears |
| ____ Cockling | ____ Loss/Holes | ____ Stains |
| ____ Crease/Fold | ____ Mold | ____ Tears |
| ____ Embrittlement | | |

Other _____

Conservator consultation will be required. _____ Yes _____ No

Conservator Report Notes _____

The client has been informed of, and agrees with, the conditions stated on this form. _____ Yes _____ No

The client has been informed of the need for specific framing requirements and agrees to the methods recommended. _____ Yes _____ No

Client Signature _____ Date _____

Frame Designer _____ Signature _____

CONDITION REPORT
Photography (Analog or Digital) on paper or plastic media

Client _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Title/Subject/Definition _____

Digital _____ Printer type/name _____ Analog _____

Medium _____ Substrate _____ When printed _____

Size Height _____ Width _____ Depth _____

Declared Value _____

Condition (see damage recorded on attached grid sheet)

- | | | |
|----------------------|-------------------------|-----------------------|
| ____ Abrasion | ____ Fading/Color Shift | ____ Mold |
| ____ Acid Burn | ____ Fly Specks | ____ Previous Repairs |
| ____ Bulge | ____ Fingerprints | ____ Puncture |
| ____ Cockling | ____ Foxing | ____ Smears |
| ____ Crazing in Inks | ____ Indentation | ____ Stains |
| ____ Crease/Fold | ____ Loss/Holes | ____ Tears |
| ____ Embrittlement | ____ Mirroring | |

Other _____

Conservator consultation will be required. _____ Yes _____ No

Conservator Report Notes _____

The client has been informed of, and agrees with, the conditions stated on this form. _____ Yes _____ No

The client has been informed of the need for specific framing requirements and agrees to the methods recommended. _____ Yes _____ No

Client Signature _____ Date _____

Frame Designer _____ Signature _____

CONDITION REPORT
Digital Print on Paper, Textile or Rigid Media

Client _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Artist _____

Title/ Subject _____

Declared Value _____

Size Height _____ Width _____ Thickness _____ Weight _____

Printer _____ Medium/technology _____

Substrate _____ Microporous _____ Swellable _____

Ink Set _____ Surface Coat _____ Other _____

Condition (see damage recorded on attached grid sheet)

- | | | |
|-------------------------|-----------------------|----------------------------|
| ____ Abrasion | ____ Fingerprints | ____ Previous Mount Hinges |
| ____ Bulge | ____ Foxing | ____ Previous Repairs |
| ____ Cockling | ____ Indentation | ____ Puncture |
| ____ Crease/Fold | ____ Ink Smears | ____ Stains |
| ____ Fading/Color Shift | ____ Moisture Damage | ____ Tears |
| | ____ Perimeter Damage | |

Other _____

The client has been informed of, and agrees with, the conditions stated on this form. ____ Yes ____ No

The client has been informed of the need for specific framing requirements and agrees to the methods recommended. ____ Yes ____ No

Client Signature _____ Date _____

Frame Designer _____ Signature _____

CONDITION REPORT
Needleart and Textiles

Client _____

Address _____

City/State/Zip _____

Phone/Fax/Email _____

Medium/Materials _____

Textiles includes: batik, mola, tapa, scrolls, silk painting, rugs, tapestry, linens, clothing...

Description of Subject _____

Size Height _____ Width _____ Thickness _____ Weight _____

Declared Value _____

Condition (see damage recorded on attached grid sheet)

____ Crooked Pattern

____ Excess Fabric

____ Foreign Fibers

____ Frayed Edges

____ Holes in Fabric

____ Hoop Marks/Creases

____ Knots in Back

____ Missed Stitches

____ Mold/Mildew

____ Out of Square Section

____ Puckers

____ Soiled/Smudges

____ Tape on Edges

____ Traveling Stitches

Other _____

Conservator consultation will be required. _____ Yes _____ No

Conservator comments _____

The client has been informed of, and agrees with, the conditions stated on this form. _____ Yes _____ No

The client has been informed of the need for specific framing requirements and agrees to the methods recommended. _____ Yes _____ No

Client Signature _____ Date _____

Frame Designer _____ Signature _____

CONDITION REPORT
Paintings on Stretched Textile Supports

Client _____

Address _____

Phone/Fax/Email _____

Artist _____

Medium _____

Title/ Subject/Definition _____

Size Height _____ Width _____ Thickness _____ Weight _____

Declared Value _____

Condition (see damage recorded on attached grid sheet)

- | | | |
|---------------------------|--------------------------|-------------------------|
| ____ Abrasion | ____ Crease | ____ Mold/Mildew |
| ____ Blistering | ____ Damage on Bead Edge | ____ Previous Repairs |
| ____ Blooming | ____ Damage on Stretcher | ____ Puncture |
| ____ Buckling | ____ Discoloration | ____ Soil/Stains |
| ____ Canvas Deterioration | ____ Flaking | ____ Tape on Edges |
| ____ Cleavage | ____ Indentation/Bulge | ____ Tears |
| ____ Cracking/Cupping | ____ Loss/Holes | ____ Wrinkle/Pucker/Sag |

Other _____

Conservator consultation will be required. _____ Yes _____ No

Conservator comments _____

The client has been informed of, and agrees with, the conditions stated on this form. _____ Yes _____ No

The client has been informed of the need for specific framing requirements and agrees to the methods recommended. _____ Yes _____ No

Client Signature _____ Date _____

Frame Designer Signature _____