

CLIENT INVENTORY FORM

OWNER NAME: _____ DATE: _____

CONTACT NAME (if different): _____

MAILING ADDRESS: _____

STREET ADDRESS (if different): _____

OWNER TELEPHONE: _____ CONTACT TELEPHONE: _____

EMAIL: _____

.....

OBJECT INVENTORY (Please quantify and describe or attach your own itemized list):

REQUESTED SERVICES:

(Note: Upon receipt of your material, a representative from the relevant department will contact you to discuss the project in detail.)

Conservation

Imaging

Audio Preservation

Matting and Framing

Comments:
