



## Global Artisan Guidelines for Describing Artwork

Please provide all descriptive information on the Art Description Form, which you can download from the Global Artisan website. We have included general guidelines for describing your work below. However, if you need additional help, please contact us at 1-866-353-5578 Toll Free or [jryan@GlobalArtisanShowcase.com](mailto:jryan@GlobalArtisanShowcase.com)

### General Information

- The Digital Image # or Name refers to the photo ID on your CD. In addition, please provide a unique title for each piece of artwork.
- Wholesale Price and Suggested Retail USD. Please note that the wholesale price must include your costs of shipping or crating.
- Please provide an accurate description of each piece. The following guidelines are designed to help prompt you with information to include in your description, but may not be all-inclusive.

#### Ceramics

Technique (wheel thrown, hand-built, etc.); Glaze type; Food safety instructions; Care instructions (microwave/oven/dishwasher safe?); One-of-a-kind? Signed? Variations in production?

#### Fiber

Technique; Type of matting; Hanging material(s) included?  
Signed (where)?

#### Furniture

Material(s) used; Description of joints; Description of upholstery; Care instructions; Crating needed? Crating costs; Assembly instructions?

#### Glass

Technique; Description of glass; Water/food safety instructions; Care instructions (microwave/oven/dishwasher safe?); One-of-a-kind? Signed? Variations in production?

#### Jewelry

Description of metals and/or stones; Karat information; Clasp information; Can rings be sized? Describe earring posts or hooks and backing material (surgical steel, sterling, gold, etc.); Description of timepiece; Provide accurate color descriptions and/or variations in production.

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**Lighting**

Material(s) used; Type of bulb used; Bulb included?; Maximum wattage.

**Metal**

Technique; Food safety instructions; Care instructions (microwave/oven/dishwasher safe?); One-of-a-kind? Signed? Variations in production?

**Photography**

Technique; Limited edition quantity; • Signed?Dated?Numbered? (where); Frame type; Matting type; Glass type; Hanging material(s) included?

**Sculpture**

Technique; One-of-a-kind? Signed (where)? Variations in production?  
Crating needed? Crating costs; Assembly instructions? Materials included?

**Wood**

Specific wood type(s); Finish; Technique; Care instructions.