



**SHEET OF THE WORK FOR THE REQUEST OF ARCHIVING CERTIFICATE**

**TITLE:**

(if documented, otherwise indicate "Untitled")

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**YEAR:**

(if present on the work, otherwise indicate "No date")

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**TECHNIQUE| SUPPORT:**

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**SIGNATURE**

(specify where it's located )

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**DIMENSIONS:**

(in cm, height x base)

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**INSCRIPTIONS ON THE FRONT:**

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**INSCRIPTIONS ON THE BACK:**

(description of labels, stamps, or other writings )

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**ACTUAL PROPERTY:**

(name, surname, street, cap, city, state, telephone, fax, email, website, C.F./ VAT)

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**DATE OF PURCHASE:**

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**ORIGIN AND PREVIOUS PROPERTIES:**

(year of passage and purchase methods, es. from private, gallery or auction, gift, exchange, etc.)

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**EXISTING DOCUMENTS:**

(indicate if the work is in possession of authentic precedents, by whom they were released and when)

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**EXHIBITIONS:**

(indicate all the exhibitions in which the work has been showed, specifying: title, place, date, exhibition venue, duration of the exhibition, curatorship.) Specify, furthermore, if the exhibition is accompanied by a catalogue, in the case, indicating the title, publisher, place and year of publication, year of publication and the page in which the work is published)

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**BIBLIOGRAPHY:**

(author, editor, year of publication, title of publication, publisher, place and year of publication, reference page)

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**STATE OF CONSERVATION:**

(indicate the state of conservation of the work and if restoration of the work has been carried out, in this case attach the restorer's certificates and indicate which laboratories have carried out it)

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**PHOTOGRAPHIC DOCUMENTATION ATTACHED:**

(24x18 cm prints, digital photographs, etc.)

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**PUBLICATION IN THE CATALOGUE:**

(indicate how you want the property would like to be indicated in the archiving certificate and in the work sheet to be published in the Artist's General Catalogue: with the full name (in this case specify it) or with the words "Private collection", followed in both cases from the city where the work is located)

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Before the issue of archiving certificates, the Marco Tirelli Archive may eventually request a direct examination of the work, which must be presented at the headquarters of the Archive or in another location that will be communicated to the owner. The work must be delivered by the owner, or by a person in charge with written authorization, and left at the disposal of the Marco Tirelli Archive for the time necessary for his examination. Once issued, the certificate of archiving can not be duplicated and must accompany the work in each subsequent transfer of ownership.

The documentation sent to the Archive, in compliance with the regulations in force to protect the confidentiality of personal data, may be used by the Archive itself for the operations and procedures relevant and necessary for the purposes of archiving the work; for the publication, complete or partial, in the General Catalogue of the Artist, both on paper and electronic media; for the Artist's promotional activities.

**PLACE AND DATE**

**SIGNATURE OF THE OWNER**