

# SERVICE REQUEST FORM

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*Please fill out and mail to us with photos, documentation, and payment to:  
dba Thomas Charles Editions (Lisa M. Barnes, Rareart)  
42302 N. Vision Way, Suite 105 – Phoenix, AZ 85086 – 623.582.4500*

## CONTACT INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

INTENDED USE OF REPORT:  
(please check)

- Sale of Artwork
- Insurance
- Donation
- Estate Settlement
- Dissolution of Marriage
- Valuation of Assets
- Make Collection Management Decisions
- Other (please describe)

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

## LIMITED EDITION SERVICE REQUEST

*Please fill out a separate form for each print or suite.*

Title of Print \_\_\_\_\_

Purported Medium (etching, lithograph, bronze, etc.) \_\_\_\_\_

Publisher \_\_\_\_\_

Date Published \_\_\_\_\_

Edition Number (likely to be in pencil, lower left) \_\_\_\_\_

Size of Image \_\_\_\_\_

Signature (location of signature, signed in pencil, pen, paint?)  
\_\_\_\_\_

Purchased From (name of gallery, dealer, auction) \_\_\_\_\_

Date of Purchase \_\_\_\_\_

ORIGINAL

*Please fill out separate form for each artwork.*

Name of Artist \_\_\_\_\_

Title of Work \_\_\_\_\_

Medium (oil on canvas, watercolor on paper, pastel on paper, etching, bronze, marble, wood, etc.)

\_\_\_\_\_

Dimensions – height before width (if the artwork is print, include both image size and paper size)

\_\_\_\_\_

Do any numbers appear on the work? (what, where?) \_\_\_\_\_

Is there a signature? (how is the name signed, location, signed in pencil, pen paint?)

\_\_\_\_\_

Is the work dated? (where, printed or handwritten?) \_\_\_\_\_

Titled? (written or printed?) \_\_\_\_\_

Subject matter (i.e. figurative, landscape, still life) \_\_\_\_\_

\_\_\_\_\_

Other markings, dedication, or other notation? Verso (back of canvas)? (what is it, where is it?)

\_\_\_\_\_

\_\_\_\_\_

Provenance: How was the artwork acquired? (if purchased, please give the name of the gallery or auction and year of purchase) \_\_\_\_\_

\_\_\_\_\_

If a gift or inherited piece, please provide name(s) of the previous owner(s) and year acquired (if known)

\_\_\_\_\_

\_\_\_\_\_

Include any notes on condition and list any damage:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Include any other information you feel is relevant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CREDIT CARD INFORMATION

Name (as it appears on your card)\_\_\_\_\_

Billing Address\_\_\_\_\_

City\_\_\_\_\_ ST\_\_\_\_\_ Zip\_\_\_\_\_

Type of Card (Visa or MC only)\_\_\_\_\_

Card Number\_\_\_\_\_

Expiration Date\_\_\_\_\_

Security Code (on back)\_\_\_\_\_

***Your credit card information is secured.***