

CLIENT STATUS RECORD

Name _____

Address _____

Work phone _____ Home phone _____ Age _____

Referred by _____

BACKGROUND INFORMATION

Single/married/divorced _____ Spouse's name and age _____

Children and ages _____

Pets _____

Occupation _____

Education/income level _____

Type of furnishing/home style _____

ART PREFERENCES

Subject matter _____ Colors _____

Style/type of work _____ Size/medium preferred _____

Needs/wants _____

Intended use _____

IMPRESSIONS AND COMMENTS

Last contact date by phone _____

Last mailing _____

Needs information on _____

Other follow-up needs _____

PURCHASES

DATE	PRICE	SIZE	MEDIUM	TITLE/DESCRIPTION	USE

BUSINESS CALLING WORKSHEET

Date/time of contact _____

Name _____ Address _____

City/State Zip _____ Telephone _____

E-mail _____ URL _____

Referred by _____ Spoke with _____

Reason for call _____

Goal of call _____

Types of art represented: Originals limited editions _____

Styles of art represented _____ Price range of art represented _____

Institution affiliations _____

Do they have an exhibition space? _____

Artists they currently have worked with _____

Presentation policies _____ To whom should I send materials _____

How long have they been in business _____

Current clients _____

Current artists _____

Standard program for working with artist _____

Do they promptly pay artist _____

Do they handle artwork with respect _____

Do they have a reputation for building careers _____ Sales commission _____

Appointment to present work: Date/Time _____ Location _____

Call again for future possibilities _____

Not an appropriate business for my work _____

Use this form when you call a publisher, consultant, gallery owner or anyone in the art world. Do a little research first to get to know about the person you are calling. Add your own questions and categories.