**Incoming Acquisition Condition Report**

**Artist**:

**Title**:

**Acc. No.** :

**Lab. No.** :

**Type**:

**Run time**:

**Credits?:**

**DELIVERABLES**

**Artwork delivered on** (hard drive, MacMini, etc. +make/model/serial number):

**Delivered Device contains** (briefly summarize):

**Additional Deliverables** (include reference material and location):

**ARTWORK COMPONENTS**

**Media** (folder arrangement, file structure, etc. Use Appendix if applicable):

**Equipment** (dedicated and non-dedicated):

**Other Elements** (sculptural, additional materials, etc.):

**DESCRIPTION & INSTALLATION SUMMARY**

(general dimensions, things needed for display, etc. See separate INSTALLATION REPORT for full details.)

**CONDITION**

(format, migration issues, dependencies, risk assessment, etc.)

**MEDIA:**

**EQUIPMENT:**

***QC and Installation Reports completed?*** [ ]

**DISCUSSION:**

(artist preferences, significance, additional info, decision making)

**Appendix**

* File structure
* Media/technical info
* MediaInfo exports