**OFFER FORM**

**Offering:**

Name and surname:

Address:

E-mail:

Telephone:

**Type:**

(check the applicable type)

Gift

Bequest

Purchas

**Object / Object Group**

(submit one form for each object; if part of a larger group of objects, specify them collectively in a single form)

**Artist**

(if known, e.g., Bedřich Feigl, Master PD, Atelier Langhans, etc.; if the artist is unknown or cannot be determined, write “Artist unknown”)

**Name/Title**

(e.g., spice box, plate, prayer book, portrait of unknown woman, book, and title or description of contents if possible, set of slides, family photo album, etc.)

**Date created**

(if the work is explicitly dated or its date of creation is known; leave blank if the date is unknown)

**Place created**

(if known, e.g., Prague, Mladá Boleslav, Vienna, Central Europe, France, etc.; leave blank if unknown)

**Materials and technique**

(if known, e.g., oil on canvas, letterpress, ink on paper, tempera on vellum, silk, silver, etc.; leave blank if unable to specify)

**Dimensions**

(height x width x depth or diameter in cm or in.)

**Signature**

(if the object is marked, signed, or dated, give the location where the mark or signature appears, e.g.: lower right “Bedřich Feigl 1908”; on the reverse “Atelier Moritz Adler, Mariánské Lázně”; on lower part hallmark with initials PD; etc.)

**Framing and mounting**

(if the work is in a frame or under glass, bust mounted on a plinth, for example, and if possible give the dimensions of the frame or mounting)

**Provenance**

(whatever information is known about the provenance of the work and how it was obtained, preferably including identification of previous owners – e.g., from parents, from grandparents, once part of XY’s collection, I purchased it in 2000 from XY, unknown)

Suggested purchase price or conditions for donation or bequest

(your own stipulations)

**For owners**

I hereby declare that the item I am offering is my exclusive property and that I have full legal authority to transfer its ownership without any restriction on my proprietary right.

**Name and surname:**

**Legal address:**

**For assignees**

I hereby declare that for the item being offered I am the legal assignee of the owner, or the executor of his/her estate.

**Name and surname:**

**Legal address:**

as proof of which I am submitting a notarized power of attorney, or copy of final will.

(Leave blank if you are not acting as legal assignee or executor of estate.)