

## **Prepare for a Remote Video Inspection Call**

Make sure your smartphone or tablet is fully charged.

1. Be ready to accept a video call from the appraiser at the scheduled time and respond to instructions from the appraiser.
2. Go to Settings and turn on: “Do Not Disturb”
  - a. Notifications or incoming calls can freeze or disrupt the video
3. When the appraiser calls you on Face Time make sure your screen shows the room view and not a “selfie” of yourself; go to the bottom right of your screen to toggle back and forth. The appraiser must see the objects.
4. Have a set plan as to which objects the appraiser should inspect
5. It may be a good idea to have a tape measure, magnifying glass, flashlight, magnet and stepladder handy.
6. It is a good idea make an excel or handwritten list of objects to be appraised in advance.
  - a. cross-reference to number the objects with an Avery labels or Post-it notes
7. It is advisable to so room-by-room, left to right, bottom to top eg rugs, furniture, wall hangings then objects on or in furniture etc.
8. You can also take close up still photos of special objects, and four perspective full room views as proof of ownership and a basis for further appraisal in the event of a total loss.
9. Note exact spellings of artist names and manufacture marks, model numbers etc as appropriate
  - a. Send photos of marks cross referenced to object number to appraiser in advance for important objects.
10. The appraiser may suggest a closer look at unlisted objects observed that could benefit from closer inspection and identification and possible valuation. A rare find?
11. Assemble set of china, sterling silver etc. and list components,
12. Don't forget objects stored in the basement, attic, above closet and under bed etc.
13. Perhaps have someone make a video of the appraisal to save with photos in a safe place.

### **General guidelines for some of the object types:**

Furniture: What is the age? How acquired? What type of wood or other materials used? Are there maker or manufacturer marks? What features (inlay, carvings, paint etc.).

Fine art: Describe medium (e.g. oil on canvas or board?), subject, artist, title, note exact signature, date, inscriptions, image size, labels or marks on the back of the work.

Prints: type of print and edition size. Describe frames and overall size.

Bronzes: Size, artist, edition size, foundry marks, subject.

Clocks: What type, what maker, what materials used, approximate dimensions, condition, special characteristics

Silver: Type: (e.g. flatware service, tea and coffee service), object name, marks (e.g. hallmarks, sterling, .925, .800, electroplate, EPNS etc), decoration (e.g. monogram, repousse, chased, hammered) and condition (close-up view of mark may be helpful.

Books: State title, author, publisher, publication date and location, illustrator, editor, bindings, hard or soft bound? cloth or leather? What color? Dust jacket? Condition? Anything written? Any notations? Signatures? When/where purchased, What date? Cost? Which edition and printing?