

Start with a simple inventory.

Keep coins with their holders and paperwork. Number each item or group, photograph both sides, and record only what you can read. Leave uncertain details blank.

Collection / box: _____ Date: _____

Prepared by: _____

ID	Coin / holder label	Date & mintmark	Qty	Photo IDs / notes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Set aside for closer review

Unusual dates or mintmarks, original sets, certified coins, gold coins, and anything you cannot identify. Keep these separate from your routine-count groups. This sheet does not assign grades or values.

[Ready for a collection review? Start at numistrends.net/sell.](https://numistrends.net/sell)

Make the photos useful.

A few clear images and organized notes are more useful than trying to guess every grade or price.

1 / Keep the item together

Leave certified coins in their holders. Keep packaging, certificates and related paperwork with the matching item or set.

2 / Photograph front and back

Use soft, even light and a plain background. Make the full coin visible and take a readable close-up of its date and mintmark. Photograph the holder label as well.

3 / Match each photo to an ID

Use the inventory number in your photo names or in an accompanying note, such as Item01-front and Item01-back. Avoid mixing several unidentified coins in one close-up.

4 / Record facts, then uncertainty

Write the date, visible mintmark and quantity. Transcribe a holder label as a label, rather than your own authentication. Mark unclear details as uncertain.

5 / Protect the surfaces

Do not polish, dip or clean coins to improve a photo. Handle by the edges and keep them secure. Do not remove original holders just to inspect them.

6 / Agree on the next step

Start with collection details and photographs. If a further review or shipment is appropriate, agree the arrangements with NumisTrends before sending anything.

[Read the complete collection-preparation guide.](#)

[Request a collection review.](#)