Inventory Sheet - Gallery Store

Exhibit:_____

Artist's Name (printed): _____ **Date:** _____

#	Title	Medium	Price	Take-In	Sold	Sign-Out
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Terms & Agreement

Brighton Art Guild (the Guild) confirms receipt of artwork listed above. A 20% commission will be taken from the price of artwork upon sale; the Guild will collect & remit sales tax to the State of Michigan. Remaining commissions will be paid via check and mailed to the artist no later than 30 days after the event. The artist reserves the copyright and all reproduction rights to these works. The Guild will not permit any of the artworks to be copied, photographed or reproduced without the artist's permission, except for the Guild's own promotional use. Purchased artwork will be removed from the Gallery Store upon sale. The Guild and its Artist agents, acting on behalf of the Guild, are not responsible for loss or damage to any artwork while it is in the Guild's possession.

I have read & agree to the inventory instructions:

Artist Signature: _____ **Date:** _____

Artist Sign Out at Art Pick-up

Date	Artist Initials	Guild Rep. Initials

Artwork Identification Labels

1: Price:	2: Price:	3: Price:
Title:	Title:	Title:
Artist:	Artist:	Artist:
Medium:	Medium:	Medium:
4: Price:	5: Price:	6: Price:
Title:	Title:	Title:
Artist:	Artist:	Artist:
Medium:	Medium:	Medium:
7: Price:	8: Price:	9: Price:
Title:	Title:	Title:
Artist:	Artist:	Artist:
Medium:	Medium:	Medium:
10: Price:		
Title:		
Artist:		
Medium:		

Complete ID labels (above) and attach to the appropriate side of the corresponding artwork on the list above. Check with the exhibit curator whether the label should be attached to the front or back of the artwork.