

# Instructions for completing the Inventory & Consignment Agreement form

- Complete the header of page 1 and 2 with your name, address and contact information. Please note that below your name the Gallery asks for a 4-digit code. When you are volunteering at the Gallery and cashiering, the point-of-sale system will ask you for your code to identify you as the cashier. You can make up any 4-digit numerical code, but it should be numbers that you will remember and will be different from the other volunteers' codes. Many people use the last four digits of their social security number.
- In the Consignment Agreement section, sign and date.
- In the Inventory section of the form, the **Title/Description** column is where you uniquely describe each of your exhibited art items. Use more than two lines if necessary. If you have several items that are identical and priced the same, or have minor variations that you do not want to describe or distinguish, than you may enter a description to be used for that whole group of items. If you describe a group of items, then insert the number of items in your group in the **Quantity in Group** column. For the artists working in wood, they may want to group their wood ballpoint pens, bottle stoppers, spinning tops, and the like. For artists selling packets of note cards or postcards, they may want to group such items. For jewelry artists, they may want to group jewelry items of the same design with only minor variations in beads, gems, etc.
- The **Displayed On** column helps those who hang and display exhibited art. Write the number of the applicable option.
- The **Art Category** column is not a substitute or shorthand version of the **Title/Description** column. The data in the **Art Category** column will be used for analysis of sales and planning for optimum display space in the Gallery. Write the number of the applicable option.
- The Price column is where you insert your sales price for each item, each item in the group you described. Traditionally, member exhibitors have priced their art in whole dollars, but there is no reason to follow tradition if you want to do the “ \$19.99” thing.
- The **Artist Proceeds** column helps the Gallery calculate the correct amount of proceeds payable to the artist after the sale. The Gallery has allowed the Artist of the Month to keep 100% of the proceeds from the sale of art in their Artist of the Month display. When their art is moved back into general display in the Gallery, the proceeds revert to 75% of the price. All (100%) the sales proceeds of donated art and art owned by the Guild or Gallery is kept by the Guild or Gallery. Write the number of the applicable option.
- The **Taxable** column is to determine whether or not sale of the item is subject to sales tax. Most member-consigned art on exhibit is subject to sales tax. Art Council book sales have not been taxed, and gift certificate and event ticket sales are not taxed. Membership dues, donations, workshop fees and the like are also not taxed. Write the number of the applicable option.

Direct questions or concerns to:

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