

Artist Inventory Sheet

Madison and Main Gallery

927 16th Street, Greeley, Colorado 80631 - 970-351-6201



Gallery Hours: Tuesday-Friday 10AM to 6PM and Saturday 10AM to 4PM

Artist Name:		Date of Delivery:	/ /
Street Address:		Phone(s):	
City, State, and Zip:			
E-mail:		Commission %:	

EACH ITEM MUST HAVE A DIFFERENT NUMBER such as A-1, A-2, B-1, B-2

Make sure to put the inventory numbers in alpha-numeric order. Similar items with exact same price can be listed on the same line. (See example.)

Inventory No.	Title of work and description	Media	Retail Price	Date In / Rep's Initials	Date Out
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
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			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		
			\$		

Artist Signature (at check-out of inventory)	
Date	Comments:

Inventory Sheets Instructions:

Inventory sheets should be on hand at the delivery of your art. Make sure to make a copy for yourself. Be sure to include the date. Then original copy remains with the gallery and the copy is for your records. Use a new sheet (front side only) for each delivery.

See below for a sample of how you can mark your items on the inventory sheets. Note that the numbers are in numerical order to facilitate the bookkeeper finding the item on your inventory sheets. Also, note that each item's number must appear written separately so when it sells it can be marked. Find enclosed a copy of the inventory sheet which you may copy for additional copies.

Inventory No.	Title of work and description	Media	Retail Price	Date In / Rep's Initials	Date Out
	<i>Greeting Cards:</i>				
	A - 1 A - 2 A - 3 A - 4	Greeting Cards	\$3	10/27/15	
	A - 6 A - 7 A - 8 A - 9	Greeting Cards	\$3	10/27/15	
A - 20	<i>Tree Painting</i>	Mixed Media	\$300	10/31/15	
A - 21	<i>Flower Painting</i>	Oil	\$100	10/31/15	
A - 22	<i>Fast Painting</i>	Acrylic Mixed Media and Oils	\$400	10/31/15	

Inventory No.	Title of work and description	Media	Retail Price	Date In / Rep's Initials	Date Out
	<i>NOT THIS!</i>				
A1-9	Greeting Cards	Greeting Cards	\$3	10/27/15	

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Artist Name:	<i>Name</i>	Date of Delivery:	/ /
Street Address:		Phone(s):	
City, State, and Zip:			
E-mail:		Commission %:	

[illegible]

Comments: