Cape Cod Art Center ~ Gallery Gift Shop - Artist Inventory and Sales

to be completed & maintained by the Artist - must be filled out completely to place items in the Gift Shop

Name _____

Phone: (Home) _____ (Cell) _____ Email: _____

Mailing Address: _____ Town & State: _____ ZIP: _____

DATE ITEM RECEIVED MO/DD/YY	FORMAT Print, Photo Cards Craft etc.	YOUR ITEM CODE	ITEM TITLE OR DESCRIPTION LIST EVERY ITEM - 1 ITEM PER LINE (DO NOT GROUP COUNT)	SIZE applicable paintings prints, etc	PRICE	DATE SOLD	RECEIPT/ SALES #	Date Removed by artist

CCAC will take all possible care in handling art work but cannot be responsible for loss or damage from any cause. We recommend that artists insure their work while it is at the Gallery. The Artist is responsible for taking inventory of their items. Incomplete inventory/sales sheets will have the unlisted items rejected for display. Your cooperation is appreciated.

Signature: