

Creative Arts Community, Inc. P.O Box 4958 Portland, Or 97208

ARTIST INVENTORY SHEET

Name: Felicity Too Smiley Code: FTS (your 3 initials)

Address: 1234 Snow White Lane Date: 12th of Never

City, State: Sunshine, Oregon Zip: 91111

Phone: (123) 456-7890 Email: hotartist@easystreet.com

Item	Description	Unit Price	#Items In	Sold (store use only)	#Items Out	Total Due
1	<i>Cactus Ornament- ceramic</i>	\$4	10	1, 1	8	
2	<i>Porcupine Paintings 12X12</i>	\$20	4			
3	<i>Weasel Watches -hand blown</i>	\$10	10			
4	<i>Cobra Collars - non toxic</i>	\$12	2			

Art work without stickers or inventory sheet will not be displayed. Use removable sticker price tag with your code & price. Do not use dollar sign. Sticker may be put over another tag. If using a string tag, attach sticker to it.

*Fill out the inventory sheet as shown. Do not use the last 3 columns.

*When picking up artwork, COUNT YOUR ITEMS. Discrepancies will be noted by storekeepers. Fill in “#Items out” column and sign the inventory sheet.

***Artists are paid from the inventory sheet. If you sell a piece from your studio, it must be added to your inventory sheet and marked sold or the sale won't be in your paycheck.**

* Artwork not picked up Friday after walk-about or the **last Saturday before 9AM**, will be left in Menucha's lost & found. If leaving early, notify storekeepers beforehand.

*Payment to artists will be sent within two weeks of camp closing.

Questions? Call Maureen O'Hara at 503-282-7456.

Revised: 1/9/12

