

1/09

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: 12<sup>th</sup> of Never

City, State: Sunshine, Oregon Zip: 91111

Phone: (123) 456-7890

Email: hotartist@easystreet.com

Item	Description	Unit Price	#Items In		#Items Out	Total Due
1	<i>Cactus Ornament- ceramic</i>	4	10			
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.**

**Directions:**

- \*Fill out the inventory sheet as shown. Do not fill out last two columns.
- \*Use removable sticker price tag with your code & price. Do not use dollar sign.
- \*Price to the nearest nickel. Even dollar prices are better.
- \* Sticker may be put over another tag. If necessary use a string tag and attach sticker to it.
- \*When picking up artwork, COUNT YOUR ITEMS. Discrepancies will be noted by storekeepers.
- \*Artwork MUST be picked up Friday after walk-about or the last Saturday before 10AM. If leaving early, notify storekeepers beforehand.
- \*Payment to artists will be sent within two weeks of camp closing.

Questions? Call Barbara Conyne at 503-281-2204