Gallery One Artist Inventory Sheet

Artist Name:	Artist #	Date:

Are you: ☐ Wall Artist ☐ Gift Artist

Title (Use // to denote 2nd line) (max: 24 characters on 1st line, 35 on 2nd line)	**Media** (max: 30 charaters)	**Quantity**	**Price**	**New, Out, Return, Price Change?**	**Tag Size: (W)all or (S)ticker**

NOTES:

Instructions

NEW: New to inventory & needs sticker/label. Use this if you are unsure if it is "returning"

OUT: Was in the gallery but now you are removing it. **Please list the inventory #.**

Except for "new" - please provide the inventory number.

RETURNING: it was in the inventory, you took it away, and now you are bringing it back. New label or sticker will be printed**.**

PRICE CHANGE: List inventory # under "title", list new price, put "PC" in the last column

revised 10/2023