

This inventory form is used to track works of art while in our possession. The exhibitor needs to fill out all the required data to ensure that nothing gets lost and that we both know exactly what is being shown, if sold, how much, if not for sale, that it's properly marked and that nothing is left to chance.

If the form is e-mailed back as an attachment, a copy will also have to be included with the art work when it is brought to the gallery.

If we can't contact you to pick up your work after the displays have been changed (every 60 - 90 days) we have to put it in the back room and storage space is in short supply and we aren't insured.

<h1>MEADOWLARK</h1>	<h1>GALLERY</h1>
<p>SCHEDULE OF WORKS EXHIBITED BY:</p>	<p>or Staple business card here</p>
Name: _____	
Address line 1 _____	
Address line 2 _____	
City: _____	
State: _____	
Zip: _____	
Home Phone: ____ - ____ - _____	
Work Phone: ____ - ____ - _____	
e-mail address: _____	

A short Bio is also appreciated, check out our web site for examples of other artists bio's to get an idea of what we're after. Lance Wurst and Cindy Woods are two good examples.

Item #	Item size & Description (or picture)	For Sale	Not for sale	Price/Value
	We will take a digital photo of the piece and paste into this space with your description	If a price isn't shown we have to assume it's N.F.S		The price shown here will be what the %'s will be calculated from that the Gallery will keep it's 10% or 30% of if item sells (see "artist agreement")