

Instructions for Inventory Sheet:

1. Members agree to sell their work either directly themselves or consign at other galleries and shops at no less than the price it is listed at AOM (Souris).
2. Artwork (Paintings or other items hanging up) must be labeled with the size, title and medium, on inventory sheet and on back of artwork.
3. Prices must be in **even dollars** (ie. 20.00), and must be the actual retail price.
4. For new members, a code for all your items will be given to you (usually your initials, if no-one else has already). Numbers go in order.
5. All products that are the same (same size/type/price), must have the **same code**.
6. Please fill in online so that it is typed and not handwritten. If this is not available, please write/print legibly. Someone has to input everything into the computer!

