

Making a Sale

When a patron of the arts wishes to purchase a piece of art on display in the gallery, here are the steps you need to follow:

1. Collect the amount of purchase including state sales tax on the full amount of the purchase. Write a receipt in **triplicate**. The receipt book is on the desk. Be sure and include the patron's name and phone number, the artist's name and phone number, the name and price of the piece and pick up date and time. **Give the patron the top copy.**
2. Tear out the artist portion (second sheet) of the receipt and paper clip it to the cash or check. Keep proceeds in the cash box which is in the lower right hand drawer of the desk.
3. Place a red dot on the label of the piece to denote that it has been sold. Red dots are in the middle left hand drawer. Do not mark any piece sold unless the patron has paid the full asking price or has made a 50% non-refundable deposit. **Notify Artist of sale.**
4. The patron may make arrangements with the artist for deferred payment. In this case, after receiving an approval from the artist, you would write up the receipt with all information and mark deferred purchase payment on the receipt. Mark item sold.
5. If the patron wishes to take the art piece home before the end of the show, ask them to make arrangements with the artist to pick up the piece. The artist must replace the piece with one of similar size and theme. Jewelry, cards and prints do not require immediate replacement.
6. At the end of the day, fill out daily sales sheet, place sheet and all sales proceeds in an envelope. Drop in the office mail slot.