



# artist's inventory

artist:

By submitting signing in your artwork, you are agreeing to Artwork Network's inventory room terms and conditions.

#	title	size	f/uf	price \$	medium	date in	initials	on web?	date out	initials
1							artwork network	✓		artwork network
	<b>brief description &amp; condition</b> (color, subject, year created, scratches or knicks)									
2							artwork network	✓		artwork network
	<b>brief description &amp; condition</b> (color, subject, year created, scratches or knicks)									
3							artwork network	✓		artwork network
	<b>brief description &amp; condition</b> (color, subject, year created, scratches or knicks)									
4							artwork network	✓		artwork network
	<b>brief description &amp; condition</b> (color, subject, year created, scratches or knicks)									
5							artwork network	✓		artwork network
	<b>brief description &amp; condition</b> (color, subject, year created, scratches or knicks)									
6							artwork network	✓		artwork network
	<b>brief description &amp; condition</b> (color, subject, year created, scratches or knicks)									
7							artwork network	✓		artwork network
	<b>brief description &amp; condition</b> (color, subject, year created, scratches or knicks)									
8							artwork network	✓		artwork network
	<b>brief description &amp; condition</b> (color, subject, year created, scratches or knicks)									
9							artwork network	✓		artwork network
	<b>brief description &amp; condition</b> (color, subject, year created, scratches or knicks)									
10							artwork network	✓		artwork network
	<b>brief description &amp; condition</b> (color, subject, year created, scratches or knicks)									



# artist's inventory: inventory terms & conditions

**By submitting signing in your artwork, you are agreeing to Artwork Network's inventory room terms and conditions.**

**Requirements:** Art must be completely dry. Wall and suspended art must be wired and ready to hang. NO SAWTOOTH HANGERS. Standing art must be stable. Set-up diagram must accompany multiple pieces and installation art. Artists are highly recommended to cover/protect their art for storage and transport. If hung in a business art rotation venue or the showroom, art must remain in place for the duration of the committed time frame. **Your name and title of work must be printed or attached to the back of the piece.** Also adding a signature, and year created is suggested. You must sign in every piece of artwork with the correct size and price, as well as provide photographs for our website.

**Drop-off & Pick-Up:** We prefer work to be dropped off or picked up Tuesdays or Fridays from 10am to 3pm. It is recommended that you call ahead and make an appointment. **Art on rotation will not be available for pick up until after rotation period at venue is complete.** Exceptions to this policy are decided on a case by case basis, and we do require adequate notice. Artwork Network will notify you when art must be picked up. At its own discretion Artwork Network may donate or charge storage fees for any art that is not picked up within an reasonable time frame.

**Sales:** Artwork Network retains a 45% commission on sales (40% on sculpture). Artwork Network will collect payment and sales tax. Artwork Network is responsible for terms and finalization of any sales as well as arranging shipping or pick-up of the artwork. Artwork Network may discount any item up to 10% to facilitate a sale , and a larger discount with prior approval from artist/agent.

**Liability:** Artwork Network takes reasonable precautions to protect the premises and art, however, **Artwork Network assumes no responsibility for damage to or loss of art due to theft, vandalism, accident, or wear and tear.** Wear and tear is damage that naturally and inevitably occurs as a result of normal wear or aging. It will occur even with the proper care and maintenance. The artist is responsible for his or her own insurance.

**Reproduction of Art:** Accepted art may be photographed for marketing or promotional purposes.