|  |  |
| --- | --- |
| Logo, company name  Description automatically generated | Sales Sheet (Any queries Raewyn 021-751-859 or Belinda 027-557-0845) |
| Artist Name |  |
| Exhibition name |  |
| Dates |  |
| Artist Bank Details |  |
| Artist contact details (phone number/email) |  |
| Instructions | Include all sales – even if paid direct to artists.Pre-fill name of art and amount; for each sale fill in payment method: if EFTPOS then include transaction # and attach receipt to this sheet; if paid DIRECT to artist – simply record ‘DIRECT’; if paid by cash record as CASH TAKEN (if you are the artist) or CASH BOX (put cashbox in inside storeroom and txt Raewyn 021-751-859). |
| **#** | **Name of artwork** | **Amount** | **Payment method****EFTPOS & trans #/ DIRECT/CASH** | **Purchaser’s name & contact details** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |
| **Total Sales** |  |  |  |  |