

Inventory Sheet

Name:	ArtFusion 19464 254 E. High St. Pottstown, PA 19464 www.artfusion19464.org
Date:	
Phone:	
Email:	

Show name: Winter Member Show

The pieces listed on this sheet will be displayed from 1/31/15 until 2/28/15
 These items must be picked up from ArtFusion by 2/28/15.
 Items not picked up by this date will be charged a storage fee of \$10 per week.

Title	Medium	Size	Selling Price	Date Sold	Date Released
1.					
2.					
3.					

Inventory Sheet

Artist Drop-off Check List

Received/Reviewed by: _____

Condition:

Framing: _____ OK
Comments:
Matting: _____ OK
Comments:
Dustcover: _____ OK
Comments:
Wire: _____ OK
Comments:
Item properly labeled: _____ OK
Comments:

Pottery is chip free: _____ OK
Comments:
Pottery glaze/cleaning info attached: _____ OK
Comments:
Sculpture securely mounted to base: _____ OK
Comments:
Jewelry is checked: _____ OK
Comments:
Fiber: checked loose threads/seams/flaws _____ OK
Comments:

Artist's Signature: _____