



Arts Richmond

Affordable Arts Tent

SALES SHEET

Bring this form together with artwork (£4.00 per item max 4 items unframed)

Total Fee £.....

Bank Transfer Arts Richmond Co-operative Bank

Sort Code 08-92-99 Account 65130096

Cheques accepted made payable to Arts Richmond or you can pay by card at the office.

'When setting your price, remember that Arts Richmond will take a 20% commission on any sales at the Fairs

Artists are invited to sell through us up to four pieces of their work, in any medium that can be mounted in card and hung on a wall for display

Title of Work	Price	Payment Method: Cash/Card/Cheque	Sold/ Collected
1			
2			
3			
4			

Instructions for artists

Artists can submit up to 4 pieces of unframed artwork.

- Arts Richmond will charge a fee of £4.00 per artwork, plus a 20% commission on sales.
- Work must be mounted and wrapped (e.g., in cellophane), and can be up to 50cm x 50cm in size.
- Please make sure each work is signed, and labelled on the reverse including your name, title of the artwork, the medium and price. All pieces must be for sale at £100 or under.
- Arts Richmond reserves the right to refuse artworks which do not meet these specifications.

Delivery of artwork will be to the Arts Richmond office (Room 21, ETNA Community Centre, 13 Rosslyn Road, TW1 2AR) between:
- Monday 29th April - Friday 10th May please check times Saturday and Sunday excluded and we are closed Bank holiday and 7th May

- If all of your submitted work sells before the final event, we will contact you to check if you would like to submit additional pieces.
- Collections of unsold artworks will be from Monday 23rd June, during office hours 9.30am - 12.30pm.
- Payments for artworks sold will be processed w/c 23rd June.

Contact Details: Name _____
Email _____ Tel: _____

Arts Richmond Member: Membership Number:
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Affiliated Society member Name of Society:
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