 **Instructions for filling out**

 **Shop Intake Form**

# **Fill out the Spreadsheet form**

# **Email to** shop@salemarts.org

# Bring your inventory, and a hard-copy of the completed document to the shop on the designated drop day.



1. **Artist:** Type your full name in the box next to Artist.
2. **Initials:** Type your initials in the box (e.g. Mary Elizabeth Jones = MEJ. This is also the first part of your inventory ID).
3. **Inventory ID:** This is your 3 initials, then a dash, then a unique item number. For example, Jane Elizabeth Jones with three pieces would be: MEJ-101, MEJ-102 and MEJ-103. BE CAREFUL TO BE CONSISTENT WITH YOUR INITIALS.
4. **New Quantity:** Enter the quantity of the item you are submitting
5. **Category:** select “Shop”
6. **Description:** Enter a description of the item. Include the title and medium of your work.
7. **Price:** Enter the price in dollars and cents.
8. **Taxable:** Most artwork is taxable. Clothing is non-taxable. Enter Taxable, Yes or No.
9. **Date:** Enter the Drop off Date
10. **Variation:** If your spreadsheet shows the column “Variation” LEAVE IT BLANK.
11. Email the file to shop@salemarts.org
12. Deliver inventory to shop, along with a hard copy of the completed Excel Shop Take-in Form with you on designated drop off day.