

GALLERY/VENUE EXHIBITION SALES FORM

r. 10/23

Artist Name: _____ **Sale Date:** _____
Exhibition Title: _____ **Sale Price:** _____
Title of Work: _____ **Sales Tax:** _____

Purchaser Name: _____ **Phone:** _____
Address: _____ **Email:** _____

Sold By: _____
(Gallery/Venue)

NOTES:

- The full sale price is due at purchase. Prices are non-negotiable.
- Upon Sale, please notify NDAGA and change the signage to reflect that the work is sold. Also, note the sale on the exhibition inventory for the next host gallery and artist/lender.
- Sales split for all sales is 70% artist/lender, 15% host gallery, 15% NDAGA. NDAGA does not take commission on non-artwork items, i.e. catalogs, posters, etc.
- If you **do** have a sales tax permit: process the sale including tax, pay the artist commission and send NDAGA the proper commission.
- If you **do not** have a sales tax permit: send a check payable to NDAGA for the entire amount, including tax, and NDAGA will file sales tax and disperse commission amounts.
- If payment is by credit card, NDAGA can process card information if needed.
- Mail checks and one Exhibition Sales Form for EACH work sold to:

NDAGA
PO Box 714
Williston ND 58802

Credit/Debit Card Information

CC Type (Visa, MC, etc.) _____

Card no. _____

Exp. date _____ CVV _____

ALWAYS DOUBLE CHECK THIS WORK IS FOR SALE!