

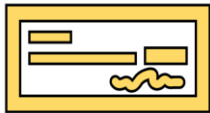
## GALLERY GROUP SALES POLICY & INSTRUCTIONS

With all payment options, please collect the **buyers: NAME, ADDRESS, EMAIL AND PHONE NUMBER.**  
Artist is responsible for communication with buyer, delivery of art and remittance of paperwork to YAA.



### **ACCEPT A CREDIT CARD PAYMENT** (we accept MC, VISA and DISCOVER only)

1. Collect the BUYER'S: name, address, email and phone number.
2. Fill out the SALES WORKSHEET and send/deliver to the office.
3. The office will create an invoice and send a payment link from our credit card processor. The buyer can pay safely and directly from their phone/computer. (At the arranged pick up, the buyer can show you the receipt that the payment went through and is complete.)
4. Let the office know that the pickup is complete and YAA will process your commission check within 10-14 days.



### **ACCEPT A CHECK PAYMENT**

1. Fill out the SALES WORKSHEET and collect the buyers check and additional info: email and phone number.
2. Checks are made payable to: **YAA.** (If the buyer writes the check out to YOU (the artist), follow the steps for a CASH payment.)
3. Send/deliver the PAYMENT and WORKSHEET to the office.
4. YAA will process the sale and send an email receipt to your buyer and issue you a commission check within 10-14 days.



### **ACCEPT A CASH PAYMENT**

1. Collect the BUYER'S: name, address, email and phone number.
2. ARTIST will keep all of the cash payment, the buyer takes the art.
3. ARTIST writes a personal check to YAA for the full amount, including the tax.
5. Fill out the SALES WORKSHEET and send/deliver to the office.
6. YAA will process the sale and send an email receipt to your buyer and issue you a commission check within 10-14 days.

**NOTE:** YAA needs the actual money from the sale, pass through our accounts to be filed correctly with the IRS. Therefore, paying just the 10% commission plus the taxed amount is NOT sufficient for our bookkeeping.

**TIP:** If time is a factor, the speediest and most reliable transaction is always CASH, but **DO NOT forget** to get the buyer's contact information. We cannot create an invoice in our system without it. Thank you.

----SALES WORKSHEET ON REVERSE----



# GALLERY GROUP SALES WORKSHEET

YAA must have the following information to complete the Sales Transaction.

## SELLER'S INFORMATION (ARTIST)

Name:	
Address:	
Phone:	Email:

TITLE OF ARTWORK: \_\_\_\_\_ PRICE: \_\_\_\_\_

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TITLE OF ARTWORK: \_\_\_\_\_ PRICE: \_\_\_\_\_

## SALE CALCULATION

PRICE OF THE ART	\$	ON THE TAG IN THE GALLERY
PA SALES TAX	\$	PRICE X (.06) <i>YOUR PRICE multiply by (.06) = SALES TAX</i>
<b>TOTAL AMOUNT DUE</b>	<b>\$</b>	<b>PRICE + TAX (COLLECT THIS AMOUNT)</b>
TYPE OF PAYMENT	<input type="checkbox"/> CREDIT CARD (MC/VISA/DC) <input type="checkbox"/> CHECK # _____	
ARTIST'S COMMISSION (90%)	\$	PRICE X (.90) <i>YOUR PRICE multiply by (.90) = COMMISSION</i>

## BUYER'S INFORMATION

Name:	
Address:	
Phone:	Email:

### OFFICE USE ONLY

## PAYMENT REQUEST FORM *(for bookkeeper)*

COMMISSION – FINE ART SALE       GALLERY GROUP (EXTERNAL SALE)

DATE RECEIVED: \_\_\_\_\_ REQUEST PAYMENT OF: \_\_\_\_\_ TO ARTIST LISTED ABOVE.

SALES TAX COLLECTED: \_\_\_\_\_ YAA 10%: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_