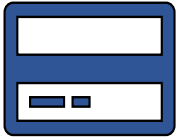
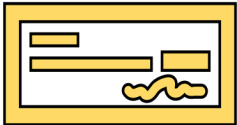


With all payment options, please collect the **buyers: NAME, ADDRESS, EMAIL AND PHONE NUMBER.**
The office cannot process a sale without a completed Sales Worksheet.



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. You 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.



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: _____

TITLE OF ARTWORK: _____ PRICE: _____

TITLE OF ARTWORK: _____ PRICE: _____

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>
TOTAL AMOUNT DUE	\$ _____	PRICE + TAX (COLLECT THIS AMOUNT)
TYPE OF PAYMENT	<input type="checkbox"/> CREDIT CARD (MC/VISA/DC) <input type="checkbox"/> CHECK # _____	
COMMISSION DUE	ARTIST (90%): _____	<i>YOUR PRICE multiply by (.90) = COMMISSION</i>

BUYER'S INFORMATION

Name:	
Address:	
Phone:	Email:

OFFICE USE ONLY

PAYMENT REQUEST FORM

COMMISSION – FINE ART SALE GALLERY GROUP _____

DATE RECEIVED: _____ REQUEST PAYMENT OF: _____ TO ARTIST LISTED ABOVE.

SALES TAX COLLECTED: _____ YAA 10%: _____ SUBMITTED BY: _____