

Bin Inventory

Last Name				First Name				Art ID				
Art ID (3 Initials) Last Name, First Name, Middle - Example: Smith, John Paul – ART ID would be SJP												
Street Address												
City, State & Zip												
Email												
Phone		Home						Cell				
Work must be labeled on the back of art before check-in. See Page 2 for Instructions on how to label your art.												
PLEASE LIST BIN ART (MAXIMUM 5 PIECES)												
Title				Price		Bin #		Sales Receipt # (LAA use only)				
				\$		B01						
				\$		B02						
				\$		B03						
				\$		B04						
				\$		B05						
10 Cards (Wrapped for Individual Sale)						6 Packs of Cards						
Card #		Price		Sales Receipt # (LAA use only)		Pack #		Price		Sales Receipt # (LAA use only)		
C01		\$		#1		P01		\$		#1		
C02		\$		#2		P02		\$		#2		
C03		\$		#3		P03		\$		#3		
C04		\$		#4		P04		\$		#4		
C05		\$		#5		P05		\$		#5		
C06		\$		#6		P06		\$		#6		
C07		\$		#7		All sales will be charged a 25% commission to LAA. Checks for items sold (minus the 25% commission) will be sent by mail to participant's address within two weeks.						
C08		\$		#8								
C09		\$		#9								
C10		\$		#10								

At check out, please Initial "I have picked up all unsold bin pieces":

Bin Inventory

HOW TO LABEL YOUR ART:

Determine your Art ID (3 Initials) Last Name, Name, Middle

Example: Smith, John Paul – Art ID would be SJP

Type	Format	Sample	
Bin (B)	<ul style="list-style-type: none"> ▪ Art ID + B + Item # ▪ Title ▪ Price 	SJPB01 Spring Is Here \$65	
Card (C) or Pack (P)	<ul style="list-style-type: none"> ▪ Art ID + C + Item # <i>OR</i> P + Item # ▪ Price 	SJPC01 \$5	SJPP01 \$35
Hanging Art or Sculpture	<ul style="list-style-type: none"> ▪ Artist Name ▪ Phone Number ▪ Title ▪ Price 	Smith, John P 303-555-5555 Rocky Mountain Sunrise \$875	