



Consignment Intake Form

Attention Volunteers:

- After the Consignor has completed the relevant sections below, make a copy for them.
- Attach the original to the work, and place in the back room.

Consignor (artist) contact details

Name:	Studio Name:
Address:	
Email:	Phone:
Consigner Code:	Consignment Split: 65% to the artist, and 35% to the AGB
Intake date:	Release date:

→ To be completed by the artist

To be completed by AGB Shop Committee

Item description and medium: one item per line (if there are more than one of the same item, include quantity)	Quantity	Gallery retail price	Selection of items for <i>Out of the Box Gifts</i>	Inventory Code	Use at release: date item removed from Square

If you need more space, please attach a detailed listing to this form.



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