



Consignment Intake Form

Note to Volunteers:

- After the Consignor has completed the form, 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

Which payment method do you prefer: etransfer or cheque **Note:** We'll also email sales receipts for etransfer payments.

Email address for etransfers: _____

Intake date: _____ Release date: _____

→ To be completed by Consignor/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.

Consigner's Signature: _____ Date: _____

Volunteer's Signature: _____ Date: _____

