



Artist Code:

Allocated by Administrator

Exhibition Works to Shop Stock Consignment

Contact Details			
Name			
Address			
Town		Postcode	
Phone		Mobile	
Email			

Exhibition Details			
Exhibition Title:			
Exhibition dates:	From :	Closing:	

*** ENSURE WORK TRACK FORM ATTACHED TO EACH PIECE OF ARTWORK LODGED***

Ident No.	Title of Artwork	Medium	Price	Date In	Sale Date	Sold By
					Taken Date	Taken By

Artwork received on behalf of Mission Arts Signature:	Confirmation by Artist Signature:
Date:	

****To be placed in Administration Folder for relevant exhibition****

***After exhibition – scan into relevant Exhibition File and place form in Artists Folder (in Shop) ***

****Artist must sign out any artwork removed from the gallery by them****

Archive Maintenance: Place in Administrator Folder for scanning to Artist File

This form to be filed after scanning