

**MOUNTAINSIDE ART GUILD**



**INSTRUCTIONS FOR REPORTING SALES**

ACCOUNTS WILL BE PAID ON THE 1ST AND 15TH OF EACH MONTH; SALES REPORTS MAY BE TURNED IN BY MAIL OR AT THE MEETINGS, HOWEVER, CHECKS WILL NOT BE ISSUED AT THE MEETINGS.

1. Use this form when reporting sales to MAG. Money sent without this form will be returned to the artist for inclusion of the proper paperwork.
2. Send FULL amount of sale (sale price + sales tax). You will be issued a check for the amount of sale, minus sales tax and appropriate commission or fee.
3. If sales tax has not been collected, you must pay it yourself by including it with your submittal to MAG.
4. Checks from buyer should be made out to: "**Mountainside Art Guild**". If the check has been made out to the artist, please **do not** send it to MAG. The bank is no longer willing to accept a 2-party check, so please send a new personal check or money order payable to "**Mountainside Art Guild**" for the full amount, including sales tax, to the Treasurer.
5. If you receive cash for a sale, send a personal check or money order for the TOTAL amount, including sales tax, to the Treasurer.
6. Commission for most sales will be deducted by the Treasurer from your payment. EXCEPTIONS: If the show place requires its own commission, please pay them the commission and state that you have done so on your sales report form.

Sales for locations that are not Guild-sponsored shows can also go through MAG books, if you wish, **as long as it is in a location where we have a sales tax license**. There is a \$2.00 Fee for this service. Currently MAG is licensed in Arvada, Boulder, Denver, Golden, Lakewood, Northglenn, Thornton, Westminster, Wheat Ridge, and unincorporated Jefferson County.

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**SALES REPORT FORM**

Send to:

Rebecca Near  
68 Spy Glass Dr.,  
Littleton 80123

DATE: \_\_\_\_\_

**ARTIST'S NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY/ZIP** \_\_\_\_\_

**SHOWPLACE:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**PRICE:** \_\_\_\_\_ **SALES TAX ( \_\_\_\_\_ %):** \_\_\_\_\_ **COMMISSION ( \_\_\_\_\_ %):** \_\_\_\_\_

**NON-MAG FEE (\$2):** \_\_\_\_\_ **OTHER:** \_\_\_\_\_

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*For Treasurer's Use Only*

*Date paid:* \_\_\_\_\_ *Check No.:* \_\_\_\_\_