

**MOUNTAINSIDE ART GUILD**



**INSTRUCTIONS FOR REPORTING SALES (SALES FORM BELOW)**

ACCOUNTS WILL BE PAID ON THE 1ST AND 15TH OF EACH MONTH; SALES REPORTS MAY BE TURNED IN BY MAIL OR AT THE MEETINGS; CHECKS WILL BE MAILED TO THE ARTIST.

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 wasn't collected from the buyer, 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 not 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 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 Lakewood (7.5%) and Wheat Ridge (8%).

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**SALES REPORT FORM (Send with check)**

Send to: Susan Hommel  
807 Nevermore Lane  
Evergreen, CO 80439

Date: \_\_\_\_\_

ARTIST'S NAME & ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE & EMAIL: \_\_\_\_\_

SHOWPLACE & LOCATION: \_\_\_\_\_

PAINTING TITLE: \_\_\_\_\_ PRICE: \_\_\_\_\_

SALES TAX (\_\_\_\_\_%): \_\_\_\_\_ – Total: \_\_\_\_\_

\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -  
\$ For Treasurer's Use Only

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

Sales Tax:

Wheat Ridge – 8%

- Colliers Hospice
- Wheat Ridge Center for the Arts (WRCMA)

Lakewood – 7.5%

- Lakewood Post-Acute Rehabilitation (LPAR – formerly Promedica)
- Lakewood Arts Center (LAC)