

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 held until the artist submits the completed and proper paperwork.
2. Send FULL amount of sale (sale price + sales tax). You will be issued a check for sale, minus sales tax and appropriate commission or fee.
3. If sales tax isn'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 (i.e. Collier), please pay them the commission and state that you have done so on your sales report form. The breakdown of commissions to be paid are listed below. Not all possible commissions are listed. Refer to show prospectuses for commissions, as well.

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 (____ %): _____ + MAG COMMISSION _____

= 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)

Commissions:

- Sales at Collier – 10% directly to Collier, 5% to Mountainside Art Guild
- Sales at WRCMA – 15% to Mountainside Art Guild
- Sales at LPAR – 15% to Mountainside Art Guild