

Sales

Recording the Sale of Framed AND Mounted Work

1. **Fully Complete Receipt – WHITE copy to purchaser.**(see note on reverse)
2. **Highlight the sale of framed work on the master list** on the steward's table.
3. **Highlight the sale of mounted work on master list** in folder provided.
4. **Place a red sticker on the framed work.**
5. **Ask purchaser to provide email address on the sheet provided if they wish to attend the Open Evening next year.**
6. **Complete Sales Book** .(this can be done later as info will be on receipt)

Recording Sale of Cards

1. **Record number of cards sold against artist's name in folder provided.**
2. **No receipt required for card sales.**
3. **Place money in separate cash box.**

Additional Information

1. **Paintings can only be sold for the amount shown in the catalogue.**
2. **Only cash or cheque will be accepted. Cheques should be made payable to **Stonehaven Art Club**.**
3. **No deposits will be accepted nor works be reserved.**
4. **Sold framed work should be collected at the end of the exhibition unless purchaser is a visitor to the area.**

HOW TO COMPLETE RECEIPT FOR SALE OF PAINTINGS

NB No Receipt required for Sale of Cards

Please make out a receipt entering all details giving the **TOP WHITE** copy to the **CUSTOMER** and put the **BOTTOM ORANGE** copy with the money/ cheque in the **RED CASH BOX**

NB. Please **DELETE** either **CASH OR CHEQUE** at the bottom of the receipt.

EXAMPLE

STONEHAVEN ART CLUB		Date: 1st Jan 2018		
Purchaser's Name: John Smith				
Tel No : 01569 046352				
Artist's Name	Title	Cat.No.	'F' or 'M'	£
Jean Melville	Dunnottar	3	F	£30.00
Lorna Crawford	Sunburst		M	£20.00
Received with thanks by cash/ cheque the sum of £ 50.00				Rec. No
Steward's Signature: Lindsay Anderson				1

STEWARDING DUTIES

The Stewards' duties are generally to supervise the exhibition and sell paintings and cards. In the interest of security there needs to be two stewards on at all times. **Both stewards should assist with Sales.**

THE HALL MUST BE LOCKED UNLESS THE STEWARDS ARE PRESENT.

1. Keep a tally of visitors.
2. Offer catalogue to visitors.
3. Encourage visitors to vote for the **People's Choice**.
4. **Do not leave the money box's unattended.**
5. Check that the receipts and money tally at end of your session.
6. At the end of the day, a committee member will collect the money and be responsible for ensuring the hall is locked.