



CONSIGNMENT AGREEMENT

Between:
Schack Art Center

And:

Name: _____ Email: _____

Address: _____

City/State/Zip: _____ Telephone: _____

I AGREE TO THE FOLLOWING TERMS OF CONSIGNMENT:

1. All work will be for sale, unless exceptions are noted. The Artist will receive 60% of the retail price and the Schack Art Center will receive 40% if the item is sold. The Artist determines prices.
2. Referrals for special commissioned work initiated by the gallery:
For commissioned work handled directly between the Artist and Client, after the referral through the gallery, the Artist will pay the gallery a 20% finder's fee, based on total amount of sale.
For commissioned work brought in by the Artist to the gallery for sale to the client, the Artist will pay the standard 40% commission.
The Schack Art Center will not refer customers directly to the Artist but will record the customer name and contact the Artist for them. This is customary gallery practice.
3. The Schack Art Center assumes full responsibility for work lost, stolen, or damaged while in the gallery's possession from the date of delivery to the gallery and continuing through pick-up of inventory or for a total of 90 days, whichever is first. Requests for items to be left longer than 90 days must have approval by the Gallery Director. The Schack Art Center will not pay for missing items after the consignment contract has expired.
4. If the Artist does not pick-up their inventory in a timely fashion, the inventory will be shipped C.O.D. to the artist or be donated to a charity.
5. Payment will be made on or before the 15th of the month following the sale. Example: January sales will be paid by February 15th.
6. Lay-a-way sales: 90 day limit, commissions paid when sale is complete.
7. Shipped work must include a check for returned postage, packing materials, and adequate insurance.

Artist Signature

Gallery Representative Signature

Today's date _____

Inventory pick-up date _____