



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 pickup of inventory or for a total of 90 days, whichever is first.
4. If the Artist does not pick up their inventory within 90 days and has not made approved arrangements with Preparator/Gallery Director (exhibits) or Store Manager (Gallery Store), the inventory will be shipped C.O.D. to the artist or be donated to a charity.
5. The Schack Art Center will not pay for missing items after the consignment contract has expired.
6. Payment will be made on the 15th of the month following the sale. Example: January sales will be paid February 15th.
7. Lay-a-way sales: 90 day limit, commissions paid when sale is complete.
8. Shipped work must include a check for return postage, packing materials, and adequate insurance.

Artist Signature

Gallery Representative Signature

Today's date _____

Inventory pick-up date _____