

Noreascon 4 Print Shop Paperwork Instructions

How to do piece numbers: Piece numbers are assigned by combining your three-digit Artist Number (already listed on your Print Shop Master Sheet) with a sequence number. Sequence numbers 990 thru 999 are used for items in the Print Shop, and are also already listed on your paperwork. The same piece number applies to all copies of each item entered in the Print Shop.

How to fill out your Master Sheet: The Print Shop Master Sheet has your name and Artist Number already filled in at the top, plus lines for entering information about each set of prints with the sequence numbers 990 to 999 already filled in. For each set of prints, enter the title, the number of copies, and the price for each copy. Leave the Bin Code column blank; it will be assigned when you check in to the show. Use a ballpoint pen and press firmly onto a hard surface, since your writing must be legible on both sheets (the copy will be your receipt). A correctly filled-out sample is shown below.

Noreascon 4 Print Shop Artist's Master Sheet

Artist Name: Phannie T. Rist Artist Number: 500

Piece Number	Piece Title	Number of Copies	Sale Price	Bin Code
990	Portrait of a Frazzled Art Show Director	10	\$15.00	

Other things to do: On the back of every copy of each print write your name and address. Copy the piece number (for example, 257-990) for the set of prints onto removable stickers and place them on the back of each print. Without this it would be difficult for us to keep track of our inventory. Remember that all copies of each print must be matted or otherwise mounted, since we will not have the ability to store unmounted prints.

When you check in at the Print Shop desk, you will be given a Display Tag and a set of copy Tags to fill out for each set of prints. On the Display tag, enter the price, number of copies entered in the Print Shop Master Sheet. Also enter your name and the piece number (for example, 257-990), and enter the Bin Code from the Display Tag in the Bin Code column of your Print Shop Master Sheet. Enter the price of the print on each Copy Tag, and attach one to the back of every copy of the print.