The Looking Glass Museum Store
Consignment Inventory and Agreement with Artist

Date: _____
Artist: _____
Mailing Address: _____
_____
Phone: _____
Email Address: _____
SS#: _____

The following items have been received for the purpose of resale through The Looking Glass Museum Store for a trial period of 3 months. All work is covered by WKM's insurance policy while it is in our possession. During the consignment period work will be sold at a commission rate of 40% with 60% of the sale price going to the artist, that rate becomes 30%/70% if the artist becomes a Museum member. The responsibility for establishing a fair market value for work is with the artist. We ask that artists maintain the same retail price for similar items sold in our geographic region. We ask that you not place the same items you place in our store in other stores in this immediate area. We inventory consignment items at the end of each month. Checks are mailed after the 15th of the month at which time you will receive a letter stating which items have sold. By submitting your work and signing this inventory sheet you agree to the terms set forth in this document.

Item Description	# of items	Retail Price	70% Artist / 30% Store	P-Date paid R-Date returned

Artist Signature: **Museum Store Manager**
Signature: