



Michigan Silversmiths Guild

MSG at Ann Arbor's South University Art Fair Instructions for Inventory, Pricing, and Delivery of Work

Inventory Sheet: Please fill in all of the contact information requested in the upper left hand corner of page one and two. An artist identification code should already be filled in the upper right corner. This code will be used to identify your work from other artists work during the course of the fair. Below the ID code, please fill in the total number of pieces you will be bringing on work drop off day and list the total value of this work on the line labeled "total value". The rest of the space in the upper right hand corner should be left blank.

Inventory Numbers: All inventory numbers need to start with your identification code followed with a set of numbers starting with 001 and continuing chronologically from there. Each item for sale must have a unique inventory number, work submitted differently then described here will be rejected or asked to be retagged and inventoried by the artist.

For example: identification code: REH inventory #: **REH001**
REH002
REH003

If you have an inventory system for your work it is recommended that you make a copy of the inventory sheet for your records and write your inventory numbers besides ours on **your copy**.

Title and Description: Please include as much relevant information about this piece of work as possible. This information will be used by volunteers to answer any questions customers may have about your work. Materials such as type of metal, precious or semi precious stones, and the title are often asked for. Anything else (such as processes) that you feel will help people explain or understand your work is also encouraged.

Price: Price should reflect the full retail value. This price should also reflect compensation for credit card companies % + ? per transaction fee (if we are able to get one this year)

Price Tags: All work delivered must have a price tag securely attached to each piece. Price tags should be labeled with your inventory number and priced in the following format (with a black pen).

Inventory #
Price

Feel free to make more copies of the second page of the inventory sheet and purchase similar sized price tags if we have not provided enough. Make sure you have made a copy of the inventory sheet for your records.

*******All work will be checked in on work drop off day plan on spending an hour or more.**

If you have any questions please contact Christine Bossler at 313-443-1576