

How to Fill out and Use the Excel for Inventory Tags

Gallery approved artwork inventory tags are a part of the Excel file, "Inventory-Tags.xlsx."

Click the "enable editing" on the top middle of the page. Type in your information at the top left of the form.

IVN# should be artist initials following by a number, like this: FL1, FL2, FL3.

- Title of the work: name of a painting name, blue earrings, brown mug.
- Price: your price.
- Category: Click on the space and a drop-down arrow will show to the right. Click it for which category your art is.
- Date in: is the date brought to the gallery.
- Sold: leave blank, gallery managers mark in that space.

Once you have your inventory sheet filled out, click the bottom red "tags" button. That will take you to the inventory tags that will be all filled out from your above documentation. Once an item is SOLD~! The inventory tag is placed in a notebook and used to note your sale.

You will need to print 2 fresh inventory lists and 1-page inventory tags. No reuse or adding from one rotation to the next. Be sure to watch how many sheets will be printed. Some programs will print forever since this is an unlimited file.

You will bring 2 inventory sheets to the gallery for checking in your art. One copy stays in the gallery. You can add to it when you bring in replacement items for those should. The second copy is kept off site.

Cut your inventory tags up and tape them to your artwork:

- 2D Hanging Art: No more than 7 pieces. Inventory tags to the BACK of your art. Larger 2D wall tags will hang next to the piece on the wall. .2D Wall Label instructions are online: All 2D wall art must adhere to the TRAG wall hanging requirements outlined online. No exceptions.
- Greeting cards: Up to 24 packaged sets. In sleeves. Inventory tags to the FRONT outside the sleeve.
- Packaged Bin Print Art: Up to 24 in sleeves. Different sizes recommended. Inventory tags to the FRONT outside the sleeve.
- Jewelry limit: 20 earrings, 7 bracelets, 7 necklaces. We try to place all jewelry into our 3 jewelry cabinets for safety. If you have tall necklace displays we will let you know after seeing them if we can display those. Inventory tags to the FRONT.

- Magnets: Limited only by the size of your magnetic board. Inventory tags to the FRONT.
- 3D (glass, gourds, books): No more than 15 pieces. Inventory tags to the BACK of your art. These items need the larger 2D/3D labels made to be placed next to the item for display. Instructions are online. This keeps customers from picking items up to see a price.

All items to be sold need an inventory tag attached to it. The small inventory tag is the price tag and lets the bookkeeper know you need to get paid for this item.

The larger 2D and 3D tags are for show ONLY. They are for the customer to see the price on an item that doesn't really need to be handled to see the price. Do not use this label for a sale.

Gallery Approved 2d Wall and 3D Labels: designed for larger pieces of artwork. Fill them out on your computer, print them on white card stock. Our goal is to keep things labeled, run smoothly, document sales and get those checks out at the end of the month.

We do not call and notify you of artwork that are sold unless it is a wall or large piece is sold that leaves a space. You are welcome to contact the gallery by calling the worker of the day or coming in and checking on what you have sold. We do not have an online system for this.