

# Saratoga Rotary Art Show

## Sales and Invoice Instructions

### General Guidelines

- We accept credit cards (VISA, MasterCard, American Express, Discovery), Cash, and Checks).
- All sales are final.
- Do not use invoices from prior years or borrow from other Artists.
- If you run out of invoices, please call (408) 741-2592 and we will deliver more invoices to you.
- You will receive a Sales Tax Chart to compute and add sales tax to all sales (9.25%)

### Sales Invoice Process

- 1) Complete the invoices as follows:
  - Write your Name and Space Number in all invoices when you receive them.
  - Fill in Time of Sale on the invoice when the Customer commits to purchase (Customer has 1-1/2 hours to return with the invoice stamped "Paid").
  - Complete Customer's Email address on the invoice.
  - Write Customer's Name and Phone Number on the invoice.
  - Add Item Quantity, Description, Price, Subtotal, Sales Tax (chart included) and Total including Tax on the invoice.
- 2) Artist keeps Goldenrod copy as proof of sale.
- 3) Give remaining copies (white, pink and yellow) to Customer and direct them to Cashier (remind them that they have 1-1/2 hours to return).
- 4) Cashier collects payment, validates invoice copies, keeps White copy and returns Yellow and Pink copies (validated) to Customer.
- 5) Customer returns Yellow and Pink copies to Artist (item maybe resold if Customer does not return with 1-1/2 hours).
- 6) Artist keeps Yellow copy and gives Customer the Pink copy with the artwork
- 7) Sale is complete and final.

### Art Delivered After Show

Special Processing forms are for sale of commissioned art ordered at our Show to be delivered after the Show.

- Clearly check the Special Processing on the invoice.
- It is the Artist's responsibility to pay 20% of the sale price to the Saratoga Rotary, not including sales tax or any shipping and handling charges, the day of the Show.
- The Artist will collect the balance due for the art and all sales tax due from the customer as agreed. *Reporting sales tax for this item is not the responsibility of Saratoga Rotary – it is the Artist's responsibility.*
- Failure of any Artist to turn in the 20% Rotary portion of any commissioned art sales is grounds for dismissal from this and future Saratoga Rotary Art Shows.