

## Private Exhibitions Sales Returns Form

**This form must be filled in and returned even if you have no further payment to make! If you do not return your exhibition sales return form you will not be able to book the club again!**

Name of member who made the booking:

Contact email/phone No:

Dates of exhibition:                      No. of weeks:

Names of other exhibitors:

Total cheque sales (include all exhibitors)	£
Total cash sales (include all exhibitors)	£
Grand Total sales (include all	£
Commission (25% of Grand total sales or £50/week, whichever is the greater)	£
Less Deposit £50/week)	£
<b>Equals amount owed to Arts Club</b>	<b>£</b>

Signature of the member who made the booking.....

### **Please enclose with this form**

Cheque(s) equal to the **amount owed to the arts club**. If the amount owed is zero you do not need to enclose a cheque but you must still return the form. No cash please. See overleaf for details.

If you made sales other than cards then enclose the second copy from the receipt book for each sale

**Please place all items in an envelope marked 'EXHIBITIONS RETURNS'. Post the envelope through the internal letterbox in the club office door.**

Total cheque sales (include all exhibitors)	£
Total cash sales (include all exhibitors)	£
Grand Total sales (include all	£

