



General Submission Form

THIS FORM MUST BE COMPLETED PRIOR TO WORK DISPLAYED

All sensitive information will be kept strictly confidential and only used for intended purposes

Artist Information

Artist's name _____

Address _____

Contact Number _____ Email address _____

Bank Details (please provide so we can easily transfer your sales over)

Name on Card _____ Sort Code _____ Account No _____

Artwork Information

Collection Title _____ Quantity _____

Material Used _____ Artwork Sale Cost £ _____

Agreed commission rate to Artist ____% Negotiable (Lowest possible Price £ _____)

Original Duplicate / Print Framed Self Artrium Limited Ed.

Prints available Donated Free Standing Wall Mountable

Optional Information

Artwork Size (HxWxD) _____ x _____ x _____ mm

As a contributing Artist, I confirm that:

- The above is an accurate description of the artwork supplied.
- I am the sole author and owner of all intellectual property rights of the artwork submitted, or if the artwork is not my own in full, I have sole permission in writing from the copyright owner/s to use his/her work. Source material or Proof of Permission in use of another person's work must be made available on request by the selection panel. Hartlepool Art Studio Limited (HASL) does not accept liability in the publication of any reproduced art.
- In accordance with the Sale of Goods Act, I will supply goods that are of a satisfactory quality. This means goods must be of a standard that a reasonable person would regard as satisfactory. The description of the goods, fitness for the purpose for which goods of this kind are supplied and the appearance and finish are all to a high standard. Therefore, I will ensure that the goods will correspond to the description given by me at the time of submission.
- Commissions are paid prior to the 19th of the month following the sale.
- Any materials/services used in Artrium have been paid for (receipt details noted below)
- HASL cannot guarantee any sale of my work.
- I agree to notify the Department of Work & Pensions and/or Inland Revenue of any monies earned. HASL cannot be held responsible for none payment of tax.

Name (Print) _____ Signed _____ Date _____

Office Use Only

Item Number _____ **Please write Item Code on back of product**

Added to Shop System By (volunteer) _____ Date _____

Removal Shop System By (artist) _____ Date _____