

# Artists Workshop Gallery

610a Central Avenue, Hot Springs, AR 71901 \*P.O. Box 601, Hot Springs, AR 71902  
501-623-6401 \*[www.artistsworkshopgallery.com](http://www.artistsworkshopgallery.com)

## Lay-Away Invoice Agreement

Terms: 25% down with balance paid in 3 (three) equal monthly installments

Artwork Title: \_\_\_\_\_ Price: \_\_\_\_\_

Artist: \_\_\_\_\_

Sales Person: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt Book Number: \_\_\_\_\_

Total Balance due: \_\_\_\_\_

25% Down payment today: \_\_\_\_\_ (25% x price of artwork= down payment)

(Non-refundable)

Remaining Balance: \_\_\_\_\_ (subtract down payment from total balance)

As with all typical layaways, if payments are not paid when due, the merchandise will be returned to stock with no money returned to the customer. There will be no penalty for early payment. The artwork will be placed in storage in the gallery's back room by the person making the sale.

Customer's Signature \_\_\_\_\_

Customer's Name (please print) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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1<sup>st</sup> Payment Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Payment Received \_\_\_\_\_

Gallery Receipt Book Number \_\_\_\_\_ Sales Person \_\_\_\_\_

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2<sup>nd</sup> Payment Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Payment Received \_\_\_\_\_

Gallery Receipt Book Number \_\_\_\_\_ Sales Person \_\_\_\_\_

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3<sup>rd</sup> Payment Due Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Payment Received \_\_\_\_\_

Gallery Receipt Book Number \_\_\_\_\_ Sales Person \_\_\_\_\_

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Artist Notified \_\_\_ Yes Date \_\_\_\_\_ by \_\_\_\_\_

It is the selling Artist's responsibility to make sure that the payments are made on time. The person making the sale will contact the artist concerning the Lay-away and then file the Lay-away from in the Lay-away folder in the file cabinet.