

Artists Workshop Gallery

610a Central Avenue, Hot Springs, AR 71901 *P.O. Box 601, Hot Springs, AR 71902
501-623-6401 *www.artistsworkshopgallery.com

Lay-Away Invoice Agreement **GALLERY COPY**

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: _____

1st 25% Down payment today: _____ (25% x price of artwork + sales tax on total purchase = 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 (Daytime): _____ (Home or Cell) _____

E-Mail: _____

2nd Payment Due Date: _____ Amount: _____ Date Payment

Received _____

Gallery Receipt Book Number _____ Sales Person _____

3rd Payment Due Date: _____ Amount: _____ Date Payment Received _____

Gallery Receipt Book Number _____ Sales Person _____

4th Payment Due Date: _____ Amount: _____ Date Payment Received _____

Gallery Receipt Book Number _____ Sales Person _____

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 Layaway form in the Lay-away folder in the file cabinet.