



INVENTORY FORM – 2021 12x12 (x12)

Send questions to: diaartexhibit@gmail.com

PLEASE PRINT + PROVIDE BEST PHONE, EMAIL, ADDRESS

Name	Phone
Address (for checks!)	Email

PLEASE PRINT + PROVIDE ALL INFORMATION BELOW		GALLERY PROVIDES THIS
#	ARTIST PROVIDED INFORMATION	
#	Title: Medium: Does it hang on the wall? YES NO	Rec'd: Retrnd/Sold: Sales Receipt #: USPS Tracking #
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7/11/2021 finalrev /sf

PHOTO SUBMISSION:

- Either name your photo file this way: **lastname.first two letters of first name-image #.jpg (e.g., finsen.su-1.jpg)**, or, if you are sending the image directly from your phone, **provide your name and the number of the submission in the body of the email** (we need to be able to associate the number with image when you send it.)
- **Photos should be high resolution and sent “actual size”.** Get as close to the artwork as possible and do not crop (we will crop for upload to the web online shop)

INVENTORY FORM SUBMISSION:

- Name this form: **lastname.firstname-12x12inventory1** (or 2 or 3) – send pdf, jpg or deliver paper **by July 21.**
- **Two ways to submit: (1)** photograph/scan and **submit as email attachment, OR (2)** bring it to the Gallery.
- **Make sure the numbers on the inventory form correspond to the way you numbered your images.**
- **Send BOTH images and inventory by July 21** Send to diaartexhibit@gmail.com, but the earlier the better as it takes time to build the online version of the show. You can send the images in groups of two or three at a time. You will get an acknowledgement of receipt from Susan Finsen within a day. If you don't hear back, send the documents again or call.

Questions? Email diaartexhibit@gmail.com or call Susan Finsen at 202-441-3910