



INVENTORY FORM FOR THE 2023 12x12

Send questions to: diaartexhibit@gmail.com

PLEASE PRINT + PROVIDE BEST PHONE, EMAIL, ADDRESS

Name	Phone
Address (where we should send your 12x12 check!)	Email

PLEASE PRINT + PROVIDE ALL INFORMATION BELOW		GALLERY PROVIDED INFORMATION
#	ARTIST PROVIDED INFORMATION	
#	Title: Medium: I Want to be in Online Gallery I Sent Photos	<i>Date Received in Gallery:</i> <i>Date Returned or Sold:</i> <i>Sales Receipt #:</i> <i>USPS Tracking #</i>
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7/5/2023/sf

PHOTO SUBMISSION: To be in the Online Gallery, either name your photo file this way: **lastname.firstname-title.jpg**, or if you are sending the image directly from your phone, **provide your name and the title of your work in the body of the email**. We need to be able to associate the title with the photo when you send it. Send to diaartexhibit@gmail.com. **Photos should be high resolution and sent "actual size"**.

INVENTORY FORM SUBMISSION: Name this form: **lastname.firstname-12x12inventory1** (or 2). Send with photos (to email address above) AND deliver with the work on July 24. If your work has already been mailed, send via email and note that work was sent.