

## 2<sup>nd</sup> FLOOR GALLERY PURCHASING FORM

NCA has waived the commission fee.

Artist must collect sales tax on each item sold and remit to NCA

### FORM A NCA Copy

ARTIST \_\_\_\_\_ PRICE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE OF ARTWORK \_\_\_\_\_

PURCHASER \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AMOUNT OF SALE \_\_\_\_\_ SALES TAX \_\_\_\_\_

7% sales tax must be added to the sale price.

At the end of your exhibit, submit the sales tax for all items sold.

Send a check payable to NCA to

Judith Aratoli Tully/27 Kimberly Lane/ Queensbury, New York 12804

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### FORM B ARTIST COPY

ARTIST \_\_\_\_\_ PRICE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE OF ARTWORK \_\_\_\_\_

PURCHASER \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP CODE \_\_\_\_\_

AMOUNT OF SALE \_\_\_\_\_ SALES TAX \_\_\_\_\_

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### FORM C PURCHASER COPY

ARTIST \_\_\_\_\_ PHONE # \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE OF ARTWORK \_\_\_\_\_

AMOUNT OF SALE \_\_\_\_\_ SALES TAX \_\_\_\_\_

**PURCHASER:** PLACE THIS FORM IN THE WOODEN BOX AND PUT A RED STICKER ON THE ARTWORK TO BE SOLD.

**CONTACT THE ARTIST**

AT THE TIME OF PICK-UP DETACH **FORM C** AND RETAIN FOR YOUR RECORDS

**ARTIST** KEEP **FORM B** FOR YOUR RECORDS AND SUBMIT **FORM A** ALONG WITH A SALES TAX CHECK PAYABLE TO NCA