



# Artist Inventory Form

Name: \_\_\_\_\_

Studio Name: \_\_\_\_\_

Date: \_\_\_\_\_

Item # \_\_\_\_\_

*YOU MUST HAVE A SIGNED FACES ETSY CONTRACT ON FILE TO PROCEED  
Please email etsy@fiberartscenter.com or call 410-849-9862 if you are a new artists.*

Year made: \_\_\_\_\_ Where made: \_\_\_\_\_ # available \_\_\_\_\_ OR made to order: Yes/no

Type of Fiber Artwork: \_\_\_\_\_ Medium: \_\_\_\_\_

Theme/Style: \_\_\_\_\_ Item Title: \_\_\_\_\_

Dimensions: \_\_\_\_\_ framed? yes/no OR Size(s): Male / Female / Child / Baby \_\_\_\_\_

Materials Used: \_\_\_\_\_

Item Description (Answer the questions buyers would have. Tell the item's story and explain why it is special.

Use the back for more room): \_\_\_\_\_

Days to ship\*: Immediately / 1-3 Days / 3-5 Days / 1 week / 2 weeks/ Other & Made to Order: \_\_\_\_\_

Shipping \_\_\_ USPS Flat Rate: Sm Box/Padded Env / Med Flat Rate / Lg Flat Rate

\_\_\_ I will supply my own box (dimensions): L \_\_\_ W \_\_\_ H \_\_\_ Weight: \_\_\_lb \_\_\_ oz

Photos\*\*: Submit up to 5 electronic photos that convey shape, size, color, and texture of this item. Try to use natural light and include a great close up. Assistance with photography is available, check here \_\_\_ if you would like to use this resource and skip to the next line.

# of photos \_\_\_ Submitted by: \_\_\_ email \_\_\_ disk/thumb drive \_\_\_ other

How much would you like to receive for the sale of this item (FACES fees and shipping will be added) \$ \_\_\_\_\_

If you have your own Etsy Shop, indicate the shop name: \_\_\_\_\_

\* Please refer to FACES Etsy shipping guidelines on how to determine your shipping charges.

\*\* Please refer to FACES Etsy photo help sheet for helpful tips on how to make good product photos

For Internal Use: Etsy Price Calculation	
Artist Fee: \$ _____	FACES Fee (30% of artist fee) \$ _____
Shipping Cost: \$ _____	Handling/Packaging Fee \$2
Subtotal: \$ _____	Etsy Transaction Fee (3.5% +\$.20 listing fee) \$ _____
Net Proceeds Expected: \$ _____	