

PROCEDURES FOR THE DESK WORKER FOR SALES

- I. **IN GALLERY SALE**: WHEN A SALE IS MADE IN THE GALLERY FOR “ON THE WALL ART” THAT IS ALSO SHOWN IN THE ONLINE SHOP (as indicated by the OL in the lower left corner of the wall tag), THE DESK WORKER MUST COMPLETE

ONE EXTRA STEP:

IMMEDIATELY NOTIFY VIA EMAIL OR TEXT THE SALES MANAGERS (BOTH CINDY JENKINS AND VICKIE MALEY) THAT THE WORK HAS SOLD. (DO NOT WAIT TIL END OF DAY OR LUNCH, ETC. WE MUST PREVENT A DOUBLE SALE FOR THE SAME PIECE - ONE ONLINE AND ONE IN THE STORE.) THEY WILL MARK IT SOLD ONLINE.

LEAVE THE SALES MANAGERS A MESSAGE VIA EMAIL OR TEXT TO STATE

ARTIST’S NAME, TITLE OF WORK, PRICE, DATE SOLD

One Email addressed to both sales managers: Cindy.Merritt@yahoo.com and Vickie.Maley@comcast.net

OR

One Text to both: (Cindy) 678-596-9082 and (Vickie) 270-519-6447

- A. THEN CALL THE ARTIST WHOSE WORK SOLD AS PER OUR CURRENT PROCEDURES AND INFORMATION REQUIRED.

DO NOT CONTACT THE SALE MANAGERS FOR SOLD ART THAT IS IN THE BIN OR GIFT SHOP, ON THE FEATURED ARTIST WALL OR NOUVEAU ART WALL, OR CARDS. THOSE ITEMS ARE NOT SOLD IN THE ONLINE SHOP.

- II. **ONLINE SHOP SALE**: WHEN A SALE IS MADE ONLINE, THE ONLINE SALES MANAGERS (Cindy or Vickie) WILL CALL THE DESK WORKER TO INFORM WHAT ART SOLD, IF IT IS TO BE PICKED UP OR SHIPPED WITH SHIPPING INFORMATION. YOU DO NOT NEED CREDIT CARD INFORMATION SINCE SHIPPING WAS PAID ONLINE. THEN THE DESK WORKER MUST

- A. CALL THE ARTIST TO TELL THEM THE WORK HAS SOLD ONLINE AND WHETHER OR NOT THEY NEED TO SHIP THE ARTWORK.
- B. COMPLETE THE FORM BELOW FOR THE ARTIST AND POST IT ON THE ARTWORK WITH THE “SOLD ONLINE” FACE SHOWING.

IF A CUSTOMER WHO PAID ONLINE IS PICKING UP THE ARTWORK IN THE GALLERY,

ASK FOR IDENTIFICATION BEFORE RELEASING THE WORK TO THEM.

**SOLD
ONLINE**

ONLINE SALE NOTIFICATION FORM

TITLE _____

DATE SOLD _____

____ TO BE PICKED UP BY CUSTOMER (NAME) **(ID REQUIRED FOR PICK UP)**

_____ ON DATE _____ (IF KNOWN)

____ TO BE PICKED UP AND SHIPPED BY ARTIST TO

NAME _____

ADDRESS (STREET) _____

(CITY, STATE) _____