

How to Complete the Artisan's Inventory Form

The Artisans Inventory Form is used to communicate with the Inventory Committee for all actions you would like taken with your artwork. The Form is located in the 'Member Login Section': [Inventory Entry Form - Artisans of Mt. Dora.](#)

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Artisans

Artisans Inventory Form

Date: 02-18-2025

Artist Name: Please Select

Date: _____

Email: _____

Enter your initials: ABC

Please use all CAPITAL LETTERS

What do you want to do? *

How to complete the Form:

1. The date will self-populate.
2. Use the drop down in the 'Artist Name' to select your name. It will appear as it does on your W-9 form.
3. Enter your email address and your 3-assigned initials.
4. In the 'What do you want to do' section: select the appropriate option.

Artisans Inventory Form

Date: 02-18-2025

Artist Name: Please Select

Date: _____

Email: _____

Enter your initials: ABC

Please use all CAPITAL LETTERS

What do you want to do? *

Please Select

- Add New Item to Inventory
- Print Price Tag
- Change Price
- Change Quantity
- Make Item Active (ready to sell)
- Make Item Inactive (place on hold)

Review Answers

A. Add New Item to Inventory:

1. Enter the title of the Product. This is 4 to 6 descriptive words.
2. Enter the size of the artwork. [Below are examples. If your artwork is measured using a different method, please use it.]
 - a. For all wall art (with the frame), prints, notecards, coasters, etc.: length x width.
 - b. For jewelry: length x width of pendants, bracelets, earrings; length of chain, ring size, etc.
 - c. For 3D art: height x width x depth; diameter.
 - d. For wearable art, i.e., baby items: size.
3. Enter a short description of your artwork. Two to four sentences. See ‘Suggested Terms’ to use in your descriptions.

What do you want to do? *

Add New Item to Inventory ▼

This field is required.

Title of Art - must be 4 - 6 Descriptive Words. *

words such as and / the/ with/ of etc. may be used and do not count

Size of artwork - REQUIRED FIELD Use inches if appropriate ie: 11"x14" *

Description - SUGGESTED TERMS: Original, painted (oil, acrylic, watercolor, etc.), print, framed (with description of the frame), matted (color), gallery wrapped, giclee, size, colors, images – type of flowers, birds; type of gemstones (beads, cabochon – dimensions), metal, length of chain, clasp, one-of-a-kind; leather – hand tooled, painted, dyed, size; type of fabric, washable; type of wood, finishing *

Enter item description here

4. Use the drop-down menus to select ‘Type of Art’ and Type of Art Detail’. Use what matches most closely to your artwork.

Type of Art *

Please Select ▼

Type of Art Detail *

Please Select ▼

Item Price

Enter the item price

Inventory Quantity

Optional - Please attach images here to be used for promotional purposes. You may upload multiple images at one time if desired.

Browse Files
Drag and drop files here

Review Answers

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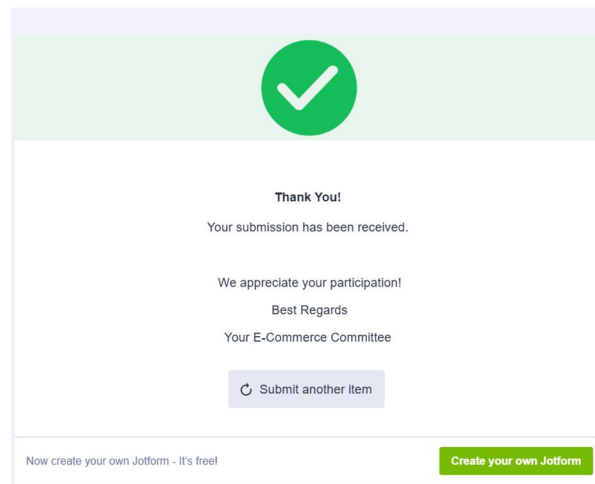
5. Enter the price of the item using 2-decimal places.
6. Enter the quantity available.
7. Adding an image is optional. If one is entered it will be used for promotional purposes,
8. Review the information for accuracy. You can correct the information only at this point.
9. There is an option to print the information for your records. It is highly recommended that this is done.
10. Click the Submit button.

7.
end

Optional - Please attach images here to be used for promotional purposes. You may upload multiple images at one time if desired.

Back to Form Print Submit

11. You will see a confirmation screen.
12. If you have additional inventory actions to submit, click 'Submit Another Item'. If not, you can close out the screen.



B. Additional options for inventory:

- a. After the 'New Item' has been added to the inventory (within 48-hours of a submission), a barcode will be assigned to the item and price tags printed. Keep a record of the items barcode. This barcode will be the reference point for any additional actions. You may request a total inventory from the Inventory Committee through an email, which will have the item and assigned barcode. See page 4.

What do you want to do? *

Please Select

Please Select

- Add New Item to Inventory
- Print Price Tag
- Change Price
- Change Quantity
- Make Item Active (ready to sell)
- Make Item Inactive (place on hold)

What do you want to do? *

Print Price Tag

This field is required.

Use only the fields you need for desired action

- * To print tags or change quantity enter the barcode and quantity for each.
- * To change price enter the barcode and new price.
- * To make item active or inactive enter barcode

barcode #1	barcode #2	barcode #3	barcode #4	barcode #5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#1/how many	#2/how many	#3/how many	#4/how many	#5/how many
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
#1 New Price	#2 New Price	#3 New Price	#4 New Price	#5 New Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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