**Purchaser Index Card**

**Top to be completed by Artist**

|  |  |
| --- | --- |
|  |  |
| Artist Name  | Date |
|  |  |
| Accurate Title or Description of Work  | Inventory #  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Artist Signature

**Bottom to be completed by Purchaser**

Oregon law requires that the following information regarding the identified Artwork be furnished to the Artist on written demand.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchaser Name Date of Purchase

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Purchaser Street Address and Zip code +email

**Purchaser Index Card**

**Top to be completed by Artist**

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|  |  |
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|  |  |
| Accurate Title or Description of Work  | Inventory #  |

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Artist Signature

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Purchaser Name Date of Purchase

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Purchaser Street Address and Zip code + email

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Purchaser Name Date of Purchase

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Purchaser Street Address and Zip code +email

**Purchaser Index Card**

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Artist Signature

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Purchaser Name Date of Purchase

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Purchaser Street Address and Zip code +email

**Instructions for filling Purchase Index Cards**

1. Open “Template for Purchaser Index Card” and save a master copy for future use.
2. Open another copy of the file and save a new page for each set of 4 Purchaser Index Cards.
3. Type your own name, date, title or description of work and inventory # into the shaded boxes at the top of each card. Adjust Arial font size as needed in order to keep boxes from expanding.
4. Print document and cut sheet into 4 cards.
5. Sign card and attach it to the back of your artwork.
6. At time of sale, purchaser will be asked to complete the bottom section of the card. Cards will be collected by the cashier and given to the artist.