|  |  |  |  |
| --- | --- | --- | --- |
| [NAME OF YOUR ART BUSINESS]  Address  Country  Phone: (Country Code)  Email: your art business email address | | **International**  **Export / Commission**  **INVOICE & PACKING SLIP** | |
| **Date of Export:** |  | **Tax Date of Invoice:** |  |
| **Export Number:** |  | **Vendor / Contact:** |  |
| **Commodity Code** | 9701 1000 00 | **Country of manufacture** |  |
| **Reason for Export:** |  | **Country of Export** |  |
| **Date of Commission:** |  | **Country of Destination** |  |
| **Name of Client:** |  | **Value of Export (for Customs Purposes)** |  |
| **SHIP TO:** |  | **IMPORTER – name** |  |
|  |  | **IMPORTER – address** |  |
| **State / Zip Code** |  | **State / Zip Code** |  |
| **Country** |  | **Country** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Consignment no. | Title / Description of Artwork  Media and support | | Width (matted) | Height (matted) | HEIGHT artwork | WIDTH artwork | Quantity | Value  £ |
|  | [TITLE OF ARTWORK]  *[Description of Artwork]*  *Media: [description of media]*  *Support: [description of support]* | |  |  |  |  |  |  |
|  | | | | | | Shipping | |  |
|  | | | | | | Tax | |  |
|  | | | | | | TOTAL DUE | |  |
| **Weight of commodities:** | |  | | | | | | |
| **Type of packaging:** | |  | | | | | | |
| **COMMISSION TERMS AND CONDITIONS:** | | | | | | | | |
| **Payment** | | Payment due 50% on agreement of commission and 50% on completion of the commission. Shipping occurs after payment is received | | | | | | |
| **Copyright** | | Copyright and Reproduction Rights Reserved to the Artist. No copying. | | | | | | |

PLEASE CONFIRM WHEN THE ARTWORK HAS BEEN RECEIVED

If you have any queries or concerns, please contact [artist name]

By phone: [insert telephone number] or via email: [insert email address]