



Joining Artisan Gift Shop

Thank you for your interest in joining Artisan Gift Shop. Please note that your initial application is for preliminary approval only. Final approval is granted after your submitted photos have been evaluated and accepted.

Application Process

Your application should include the following:

- ❖ Artisan Information Form
- ❖ Artwork Description Form for each item
- ❖ Artwork photographs in hi-resolution, preferably uncompressed in raw format on CD

Artisan Requirements

- ❖ You must have internet access
- ❖ An email account that you check once daily
- ❖ Be able to ship artwork in a timely manner
- ❖ All artwork must be shipped with a Confirmation of Delivery and Insurance (no exceptions)
- ❖ You must notify Artisan Gift Shop when item has been shipped. If possible, provide a shipping tracking number or the Confirmation of Delivery tracking number. These will be provided to the customer.

Artwork Photograph Submission Guidelines

We prefer to receive images on CD but will accept them via email. If file becomes distorted during email submission a CD of your images will be required before your application is accepted or your product is placed on our website.

Images should be hi-resolution only. We will resize and compress the file for the web as needed.

Artwork should be:

- ❖ photographed against a plain background
- ❖ should not contain any other objects
- ❖ have adequate lighting (no shadows)
- ❖ item should fill the entire image area (close up image)

Please name your image according to the Title of Piece so we know which image goes with each description. We will accept multiple images for each item.

Please email images to newartisan@artisangiftshop.com

Art Description Form

Please fill out a separate form for each item or design you would like to offer

Artisan Name _____

Title of piece _____

Description of piece _____ Image Number _____

Shape _____ Color _____

Size in inches: H: _____ W: _____ D: _____

Weight of item (if applicable): _____

Medium used to create piece: _____

Each piece signed? (Yes/No) Numbered? (Yes/No) Where? _____

Limited Edition? (Yes/No) Number in Edition _____

Number of days required to ship this piece:

The total price Artisan Gift Shop will pay to you. This includes your packaging, shipping, Confirmation of Delivery (USPS = \$0.50 required by PayPal) and insurance costs \$ _____

Suggested retail price in USD \$ _____ (this will be the advertised price on the website)

Quality Assurance to Our Customers

Our success as partners depends on high quality art work delivered in timely shipments with excellent customer service.

- ❖ If your shipment arrives in damaged condition, you will recover your costs by shipping insurance
- ❖ If our customer rejects your piece because it is significantly different from the photo appearing on the website (at the customer's discretion) or because the item arrived damaged, you agree to accept the returned item and to return payment for it including shipping fees to Artisan Gift Shop, who will in turn refund the customer.
- ❖ If our customer rejects your piece for other reasons other than damage, you agree to accept the returned item in good condition with shipping at the customer's expense.

Please initial that you accept both stipulations

Accept _____ Do not accept _____

Signature _____ Date _____

Printed Name _____

Please mail forms to:

Artisan Gift Shop

8155 N Wanda Rd

Tucson, Arizona 85704 (scanned forms can be emailed to: newartisan@artisangiftshop.com)

