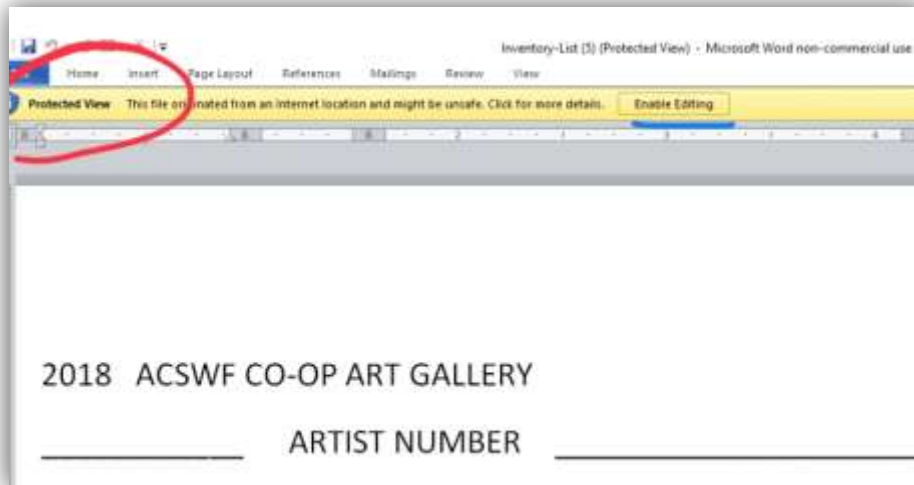


COCO ART GALLERY RECEIVING DOCUMENTS – MS WORD FORMAT

**When new art is brought to receiving,
a new inventory sheet is required.**

To download and edit, click on the "**ART LABEL TEMPLATE WORD DOC**" and "**INVENTORY SHEET WORD DOC**" buttons (optional - save to your PC/laptop).

- **Note:** A yellow banner may display across the upper part of the Word document that says **Protected View** (appears because of your internet security protection - e.g. Norton, McAfee, AVG - for downloading documents from the internet).
- **To remove the 'Protected File' status**, click on the **Enable Editing** button, edit the document and print (or **save** to your PC/laptop).



Tip: An easy way to prepare for receiving day is to name and save the inventory sheet and art label template, and edit the text for each month you are exhibiting at the gallery. The inventory sheet template can be printed and information handwritten on the sheet.

Art labels must be computer printed

Title:	"BLUE SKIES "			
Artist:	Jane Smith			
Medium:	Photography			
No:	991 A	Y/N	Price:	\$350-