

Dear .....,

Thank you for your enquiry, and welcome to "OnlineArt.Gallery", an online Art Gallery with a personal touch! We strive to make it easy and accessible for everyone to buy quality, carefully chosen, original artworks of contemporary South African Artists, delivered to your doorstep.

We are happy to assist you in selling your pre-loved art on our website. Here is some information on how the process works:

#### How does it work:

##### Criteria:

- All work must be original South African artwork and belong to you.
- You must be aged 18 years or older and a resident in South Africa.
- We are looking for high quality work in any medium.

##### Submission:

- Send us a set of good quality pictures (including details) of the artworks to be submitted, as well as the necessary information on those pieces (template will be provided) via email
- If approved, you will be contacted by us to submit the artworks
- Submit the chosen artworks to our office in Midstream, where it will be held for a minimum of 3 months (any sale during this time will result in commission payable.) You are however welcome to leave it for longer, should you wish to.

We have great respect for artworks and will make sure it is stored safely, but still, neither us, the curator, the venue or courier company can be held responsible for loss or damage to work - insurance is the sole responsibility of the artist.

##### Commission:

- We will take 30% commission off the selling price you give us, so keep that in mind.
- We reserve the right to negotiate discount up to 10% for special events, promotions or requests.

##### Packaging:

You need to submit your work framed **OR** mounted with cardboard / backing board to make it sturdy. If it is delicate and needs special packaging, you should submit it packaged the way you prefer it. We will then carefully wrap and pack it for the couriers to collect, to ensure that it arrives in perfect condition at the client.

##### Payment:

- Once your art is sold, you will receive an email notifying you of the sale. We will arrange for a courier to collect the sold artwork from us, and deliver it.
- We offer a 7-day return policy, which means that as soon as the 7 days are over, the money will be paid over to you, into the bank account you supplied us with.
- We make it easy for clients to buy your work on a secure site and with peace of mind with our return policy and excellent after-sales service.
- We handle the shipping and delivery of sold works.

**Please submit the information as requested**

**1. Application Form:**

Name & Surname: \_\_\_\_\_

Year and Date of Birth: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Home address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Banking Details: \_\_\_\_\_

Where did you hear about us? \_\_\_\_\_

Do you accept our Terms & conditions: \_\_\_\_\_

Name:

Signature:

**2. Attachments:**

Please email this separately to us in a Word file.

**Artwork:** Please submit your works digitally with pictures, and descriptions according to the following guidelines:

- A good quality picture representing the artwork accurately.
- Format: Image sizes of 300dpi 600x600px. If you want keep a landscape/portrait ratio you can size the short side to 600px jpeg only
- Use Wettransfer if the artwork file is too big

*Should you not be able to take pictures, we can arrange for it @R50 per artwork, payable upfront.*

Description per artwork:

- Title of the artwork (same name as picture attached)
- The dimensions of the artwork (picture size and paper size)
- Framed / Unframed
- Medium used
- Selling price of the artwork (30% will be deducted from this price for commission)
- Background story, description or meaning where applicable

*If we do not have the artwork, we cannot feature it.*

We are looking forward to hearing from you!

Kind regards

**OnlineArt.Gallery Team**