



CODING AND PRICING INFORMATION

We look forward to receiving your work at the gallery. Please comply with the following specifications with regard to coding and pricing your work. Each piece must bear a sticker with the correct code and price in order to be accepted into gallery inventory.

Your Gallery Code starts with four letters:

Artist's first 3 letters of last name and then 1st letter in first name

Example: Jinny Whitehead is WHIJ

Please verify with staff that this code is not already taken.

Gallery Stock numbers for retail are = 000 – 999

100-199: Mugs & Cups

200-299: Bowls

300-399: Plates & Platters

400- 499: Vases

500-599: Teapots

600-699: Misc.

700-799: Tiles

Keep your inventory as simple and concise as possible. Codes should not change with each delivery. Items remaining at the same description and price can reuse the same code number. If you change your prices you must also change the code number. Please use small rectangular white stickers as labels (in order to maintain consistency) and write in black ink. If you are unsure or have any inventory inquiries, please contact a gallery assistant before dropping off work (staff@bcpotters.com or 604.669.3606). All work delivered must be accompanied by an inventory sheet.

Thank you!

GALLERY OF BC CERAMICS

A non-profit gallery owned & operated by the Potters Guild of British Columbia

1359 Cartwright Street, Granville Island Vancouver B.C. V6H 3R7

Gallery ph.604.669.3606

www.galleryofbcceramics.com