



Consigned Inventory Ship Notice

Please email a completed copy of this form in advance of delivery to:

shippingnotice@brookfieldcraft.org

Please enclose a copy of this form IN EACH BOX indicating the contents.

UPS or FedEx: Ship to street address. US MAIL: ship to PO Box 122, Brookfield CT 06804

Brookfield Craft Center

286 Whisconier Road, Brookfield, CT 06804 * tel 203 775-4526 * fax 203 740-7815

Sheet: Of:

Date:

Artist Name:

Company (if applicable):

Address:

City: State: Zip:

Phone: Email:

Office Use	
Artist ID:	<input type="text"/>
PO #:	<input type="text"/>
# Cartons rec.:	<input type="text"/>
Date Rec:	<input type="text"/>
Inv. Chk by:	<input type="text"/>

Please Check your medium:

Ceramics
 Fiber
 Glass
 Jewelry
 Metal
 Wood
 Other

BCC Office Use	BCC Item Code	Artist Item Code (optional)	Qty	Item Name / Description	Retail Price 50/50
Total # of Items Consigned:			-	Total Retail Value \$ -	
# of SKU's			-	Total Consignor Value: \$ -	

Office Use:					
Pieces in Shipment:	<input type="text"/>	Pieces received to Inv.	<input type="text"/>	Pieces Returned:	<input type="text"/>
Return Processed by:	<input type="text"/>	Returned via:	<input type="checkbox"/> UPS <input type="checkbox"/> FedEx <input type="checkbox"/> Other <input type="text"/>	Date:	<input type="text"/>