

HOW TO ENTER YOUR LABEL INFORMATION

Each original item requires its own submission form.

- We recommend that you make a copy of Label Submission template to list your items before you begin. This will serve as both your inventory and checklist as you will be entering some info multiple times, like name, medium, etc.
- If you are selling multiples, i.e., prints, photos, buttons or card sets, you will create one line item and indicate the number of stock available in the quantity section.
- To add additional items, you will need to submit another form. This is where it is helpful to use the template as a checklist.

Name on Label

- This can be your legal name, chosen name **OR** artist name (if any).

SKU number

- This is the information on the barcode that identifies your work. You can use your legal or chosen name here, but please **DO NOT** use special characters as Square POS will not recognize them. Your name appears in tiny print within the barcode. The bar code will be created for you automatically, just enter your details.
- **When entering SKUs, please follow this exact format for your items:**
 - FirstName-LastName-1
 - FirstName-LastName-2
 - FirstName-LastName-3
 - etc.

Price

- The amount you wish to charge for your work. Please **DO NOT** include \$ signs or cents, (i.e., \$99.99, round up to the nearest dollar (i.e.,100).

Title of Work

- This is the title of your piece and is optional to include. If you do not wish to name your work, you must use Untitled-1. If you have more than one untitled work, you will need to enter the SKU for each as Untitled-1, Untitled-2, Untitled-3, etc.

- Please **DO NOT** include special characters such as \$ # @ *, etc. as Square POS does not recognize these.

Practice Area

- This is where you identify the area of your work, i.e. painting, printmaking, photography, jewelry design, textiles, industrial design, etc.

Medium

- This is optional. For example, if your work is a painting, you might choose to include 'Watercolour' or 'Acrylic'. Or if your work is printmaking, you may choose to include 'Intaglio' or 'Lithograph'.

Quantity:

- The number of items. You may have a singular item, or you may have 10 of the same item (prints, ceramics, jewelry, etc.). Either way, this will be submitted in **one form**. It is very important to note this so that individual labels can be created for each product.