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**Studio: Ordering art supplies.** This describes how to place an order for bulk art supplies.

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## EQUIPMENT: What you will need

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Calculator



Note pad



Phone / Fax or internet

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## SAFETY: How to stay safe

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Your Art Centre needs to be safe and comfortable for everyone who works there. Your business needs to be financially strong and have good governance from its committee.

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## GLOSSARY: Words you need to understand

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<b>Bulk buying;</b>	To buy a large number of one thing, or a lot of items from one place. This should make the prices cheaper.
<b>Invoice</b>	A bill, telling you who is buying, how much they owe, who they owe it to, and what they are buying.
<b>Book up</b>	The amount that an artist or other person will owe to an art centre, usually because they have been given materials or money ahead of their payment.

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<b>Credit</b>	The amount of money you already have, or the action of being paid.
<b>Order</b>	The list of things to buy.
<b>Account</b>	The money results for an individual or an art centre in their bank.
<b>Purchase order</b>	The art centre or organisation's list of what they are buying, which they will pay money for later on.
<b>Authorisation</b>	The permission to do something, or to spend money on something. You can get authorization from the manager to order materials.
<b>Financial Year</b>	Twelve months from July 1 <sup>st</sup> to June 30 <sup>th</sup> . It is the way many businesses look after their financial reports and grants.
<b>Freight</b>	The parcels that are sent to the art centre or sent from the art centre.
<b>Freight carrier</b>	The company that looks after transporting all the parcels to and from the art centre.

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## Ordering Art Materials.

### Make an order sheet

First of all you need to write a list for the art centre materials you need to buy. To make this easy, you could make an order sheet.

The order sheet might include a column for all these pieces of information.

- What item, name, size, colour, etc.
- How many single, dozen, pack, litres, etc.
- How much each, per item, altogether etc.
- Where from supplier, shop, person etc.
- Date time of year, when needed by etc.

Paint	Size	To order X	Price each	= sub Total
White	40 litre	2	\$250	\$500.00
Cadmium Orange	500 ml.	6	\$68	\$408.00
<b>Brushes</b>				
	size 00	12	\$0.98	\$8.16
	size 2	12	\$1.27	\$15.24
	size 6	12	\$2.47	\$29.64
	size 12	6	\$4.89	\$29.34
<b>Canvas</b>				
Cotton Duc 12 oz	10 metre roll	1	\$89.00	\$89.00
<b>TOTAL COST</b>				<b>\$1079.38</b>

The order sheet **might** finish up looking something like this table:

### Count Stock

**To start off** you can count up and list what you have in stock. Then, try and write a list of all the things that are finished, or add the names of the things nearly finished.

**DATE of stock count**                      **21 - 05 - 09**

<b>Paint</b>	<b>Size</b>	<b>In stock</b>	<b>To order</b>
Ochre	40 litre	2	0
White	40 litre	1	2
Black	40 litre	3	0
Cadmium Orange	500 ml.	4	6
<b>Brushes</b>			
	size 00	3	12
	size 2	0	12
	size 6	2	12
	size 12	1	6
<b>Canvas</b>			
Belgian Linen	50 metre roll	1/2	0
Cotton Duc 12 oz	10 metre roll	1/6	1
Canvas with gesso	20 metre roll	1	0

### Gathering raw materials from out bush

Another way your art centre might place an order is by word of mouth.

*Tjanpi Aboriginal Baskets* needs ininti seeds to use in a workshop where they will make many new baskets, so the manager asks some families: "Can you collect some seeds please and we will buy them from you?"

She sends a fax to the families because they are a long way away from her office, asking them for seeds.

The families collect a big mob of seeds and they send it to Tjanpi on the mail plane.



The manager is happy. She sends their pay straight out to the community office. They sign for their money and she gives all the paperwork to the bookkeeper.

Lots of people come in and do the workshop, so now everyone is happy. Tjanpi has bought a nice big basket of ininti seeds for all the artists to use.

### Paying for bulk materials

If you are buying materials from a shop, the company who you order from might ask you how the goods are paid for. When you know which way to order and you have permission to spend the money (authorisation), you can place your order.

If the art centre already has an account, they will be sent an **invoice (a bill)** which shows how much is owed. It is the cost of the materials plus the cost of the freight.

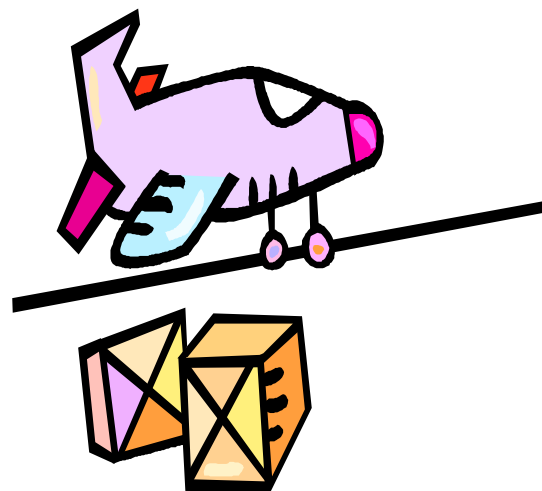
Another way to place your order is with a **Purchase Order** which the manager or bookkeeper has signed, and which the company then sends to the bookkeeper who will pay the amount owing.

Some companies want money first. This can be a cheque, a bank funds transfer, credit card payment, eftpos or cash.

### Freight carrier

Most art centers have to use a freight carrier. This is the company who will get the materials from the supplier and bring them to the art centre. This is a service called **freight**. The art centre will pay for this.

The art centre will use a freight carrier when they sell your art as well. But when you supply the goods (the artwork), the people buying will pay for the freight.



**Place your order**

When you have written down your order, you can send it by:





- Telephone.
- Fax machine.
- Email.
- Post.



It is a good idea to keep a copy of the order to check the materials when they arrive and to remind you when you placed the order.

Put a big tick on your copy when the order has been sent. Then everyone can see that part of the job is finished!

**Step 6**

		<i>Rainbow Arts Order Form</i>									
<b>Rainbow Arts</b>				Date:	June 30, 2008						
				order number	[100]						
				ABN/AACN:	[ABC12345]						
Vendor	Best Art			Freight to	Rainbow Community						
	27a Pidgeon St				PMB 007						
	Sydney				N.T.						
	NSW										
	02 9898 9898				08 8989 8989						
<b>Freight Method</b>			<b>freight Terms</b>			<b>Delivery Date</b>					
By road			insured			21-12-09					
<b>Qty</b>	<b>Item #</b>	<b>Description</b>			<b>Unit Price</b>	<b>Line Total</b>					
						Subtotal					
						Sales Tax					
						Total					

**This is an example of how an order form might look**

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## TIPS: Ideas that will help

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Collect company catalogues. This way you can get the best prices for bulk goods. You can ask to be sent a catalogue, or maybe you can find a catalogue online?

Find out who actually makes the kind of art materials you want to use. Phone them up and ask for the best possible prices for bulk orders.

Keep all your paperwork for next time. You will soon find out how much paint you are using, what it costs to run the art centre and what things must be ordered often.

Have a list of suppliers and the things you buy from them.

Ask for help to make an order form if you don't have one.

You can find order form templates on your computer by looking in Microsoft Word, templates, then order forms.

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