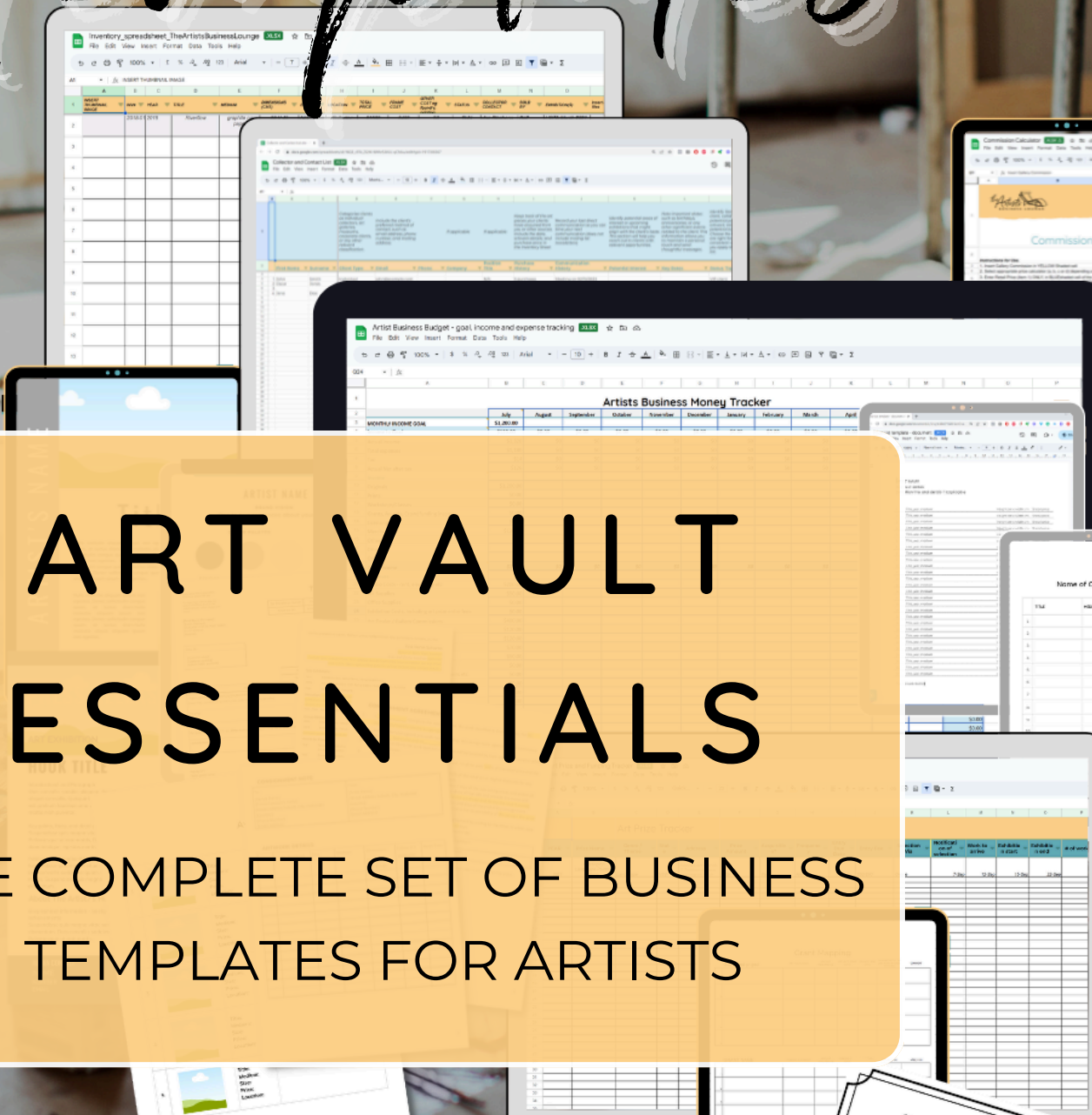
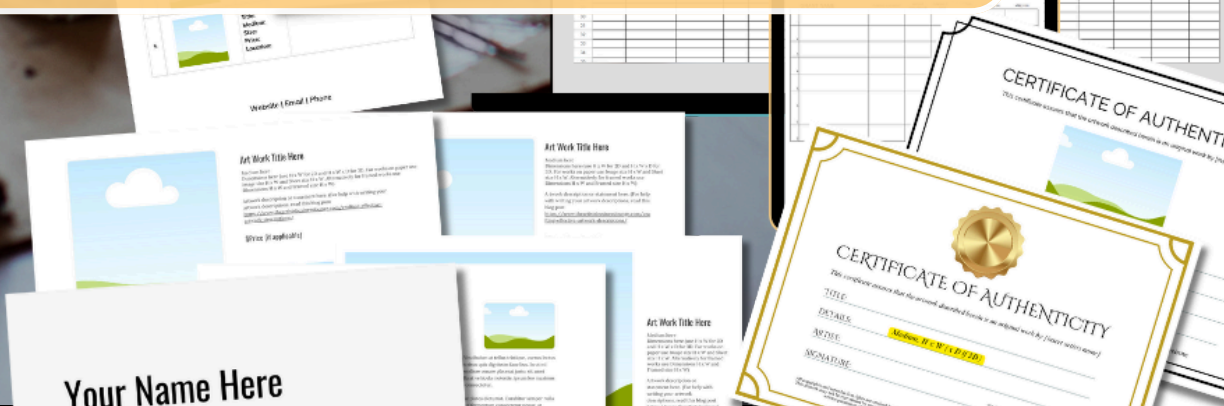


Templates



ART VAULT ESSENTIALS

THE COMPLETE SET OF BUSINESS
TEMPLATES FOR ARTISTS



Your Name Here

The Artists Business Lounge

Art Vault Essentials:

The Ultimate Document Bank for Your Art Business

Thank you for your purchase. Below are the links to access all of the templates for you to save and make your own. On the next page, you will see a table of each document and document type. Sixteen documents to organise your art business!

I have made a video stepping you through how to edit each of the three kinds of documents in this bundle.

There may be additional instructions for the documents on the cover page or inside a document.

Watch the videos here:

1. [Google Sheet](#) general. [Artist Budget Income and expenses instructions](#)
2. [Google Doc](#) - quick overview using the [CV Template](#) as an example
3. [Canva](#) - [overview using the Artist's Brochure template as an example](#)

Google Drive

Documents that are available in document and spreadsheet form are stored in a Google Drive. There are also documents for each Canva file with the link to the Canva templates (links are also below in this document)

To start:

Sign in to your Google Account, or if you don't have one, you can create one for free [HERE](#)

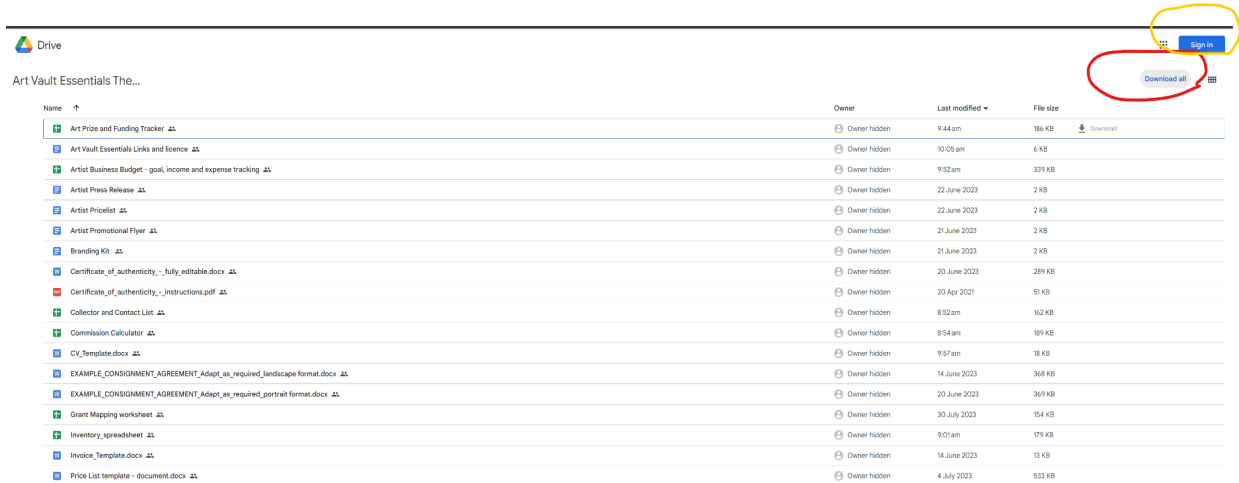
Click this link below to open the Google Drive folder.

<https://drive.google.com/drive/u/1/folders/1oR33eJ1Oim9nqqqXPZgrcTAhLTakc9ty>

You can Sign In (blue button in the corner) to add all documents to your Google Drive (recommended)

When you open the link for any file make a Copy (**do not request Edit access**). You will be able to **Edit your Copy** and personalise the documents to suit your needs.

You can also click Download (red circle) to download a Zip file of all documents



You will also be able to access individual files from the links on the following pages, you can save them to your Google Drive, or download a copy to your computer (or both).

If you prefer to use Excel and Word instead of Google Sheets and Google Docs, once you have the file open you can choose to download them to your preferred format.

For Canva files in the bundle:

Log in to your Canva account

(create a free one at www.canva.com if you don't already have one)

Click the template link below to open it and choose **Use Template** to save it to your Canva account. You'll now be able to edit and customise the templates to suit your needs.

The Google Drive (mentioned above) also has a pdf for each Canva template with the link embedded.

Your list of files in the folder:

01 Artist CV	Google Doc	https://docs.google.com/document/d/1P05baZzpZ0eExPd6k3vXEsfH0U-J8xeEVjgrBJr7UqU/copy How to use instructions https://vimeo.com/856339408/3203c58890?share=copy
02 Press Release	Canva	https://www.canva.com/design/DAFmbFrNOgw/tZKYf4HsU557ZzUnbYl0XA/view?utm_content=DAFmbFrNOgw&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview How to use instructions https://vimeo.com/860051236/d1a4e68e9f?share=copy
03 Artist Promotional Flyer (Artist Brochure)	Canva	https://www.canva.com/design/DADouGtWUkl/0GKf3DI9NUJdfzLdfSWG9w/view?utm_content=DADouGtWUkl&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview Instructions as per video at the top https://vimeo.com/856329514/38574ac805?share=copy
04 Invoice	Google Doc	https://docs.google.com/document/d/1j2oMTLl0DC8sYHX-zExeOKuT_mOrIqF7kIzEFFaRCnU/copy

05 Certificate of Authenticity (minimal)	Google Doc	https://docs.google.com/document/d/1bL_UsigaUDLfdOjEhUZQtM0EgwbMD94q28q3ABsKIYA/copy Instructions included in the sheet but also here: https://drive.google.com/file/d/1dngC1xJuwsJe04o1NB7zwwMF57fYxgAu/view?usp=sharing
06 Certificate of Authenticity (certificate style)	Canva	https://www.canva.com/design/DAGGLRgZEtE/MjebwCJEUg87MZpAVMujfw/view?utm_content=DAGGLRgZEtE&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview
07 Inventory Sheet	Google Sheet	https://docs.google.com/spreadsheets/d/1q7FUmjWed9TiZiW_Gr5HbtGANyAIP4dhUoZUwD3ALJM/copy How to use instruction video https://vimeo.com/860070516/67129d2603?share=copy
08 Art Prize and Funding Tracker	Google Sheet	https://docs.google.com/spreadsheets/d/13Fyv5DFfqnH2eEsu-U1me7nGKBYNXstDd_QsaUsrps/copy How to use instruction video https://vimeo.com/860089697?share=copy
09 Grant Mapping worksheet	Google Sheet	https://docs.google.com/spreadsheets/d/1fOHsUkm3m5_w8giW4DBpTH2nsEyJxw3nwUa_bzbyoufg/copy

10 Collector and Contact List	Google Sheet	https://docs.google.com/spreadsheets/d/1LIVhMqJM4lebfijeC454GUeDhpfDnMi-bRQc8jSn2C4/copy How to use instruction video https://vimeo.com/860086490/c1ef51bf75?share=copy
11 Artist Business Budget (set goal and track income and expenses - Cash Flow Spreadsheet)	Google Sheet	https://docs.google.com/spreadsheets/d/1tz25UzDN-kj9izZk5tFu4OBL83mKPAckeKj10gmWG4o/copy How to use instructions https://vimeo.com/856301500/5c60c58180?share=copy
12 Consignment Agreement - portrait format	Google Doc	https://docs.google.com/document/d/1dFLyLTYHt85xkxY4qWTLZ0LOzAQsPjiX7SHQTYOYK0/copy
13 Consignment Agreement - horizontal format	Google Doc	https://docs.google.com/document/d/1ik64MWryRbKb6P2QuRvKLeXUSuONFgVID52g4rP-PeM/copy
14 List of Available Works	Canva	https://www.canva.com/design/DAFn58KgFCs/EGxh0eexfZq6Qx55h4TEOQ/view?utm_content=DAFn58KgFCs&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview
15 Price List	Canva	https://www.canva.com/design/DAFmVAed1g4/J-wZ7i0G2ZAj6OQlse-tJg/view?utm_content=DAFmVAed1g4&utm_campaign=designshare&utm_m

		edium=link&utm_source=publishsharelink&mode=preview
16 Price List	Google Doc	https://docs.google.com/document/d/1t3fJ8JjnT3wVx-Gt6evWXH_C81QmeNaTJqzYnt39BzQ/copy
17 Branding Kit	Canva	https://www.canva.com/design/DAFmUagmOsw/eiw5XPAjK-iZCjXYfPA1BQ/view?utm_content=DAFmUagmOsw&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview How to use instruction video https://vimeo.com/860049187/19f42517b1?share=copy
18 Gallery Commission Calculator (Australia only)	Google Sheet	https://docs.google.com/spreadsheets/d/11aDeNFgNdLy6biCxaglYekn1glqKt-nx1UW9ZHkVQhw/copy
19 NEW Presentation Template	Canva	https://www.canva.com/design/DAGGBqJVfTY/mVfXnEDJSzj0nn3jXDZcyw/view?utm_content=DAGGBqJVfTY&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink&mode=preview
20 Licence	This document, below	No link.

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