

	Art through Architecture					
	Sample Project Tracking form					
	WORKS PURCHASED	* attach copies of receipts from purchases				
	Artist	Title of Work	Purchased From	Purchase Price	Amount Paid to Artist/Gallery (75% of purchase price to artist or 85% of purchase price to gallery)	Fee due to AtA (25% of purchase price for works purchased from artist; 15% for works from gallery)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	WORKS COMMISSIONED					
	Artist	Title of Work	Commissioned through (artist or gallery)	Commission fee to artist or artist/gallery	Associated costs integral to work	Fee to AtA (determined between client and AtA)
1						
2						
3						
4						
5						
	TOTAL ART ACHIEVEMENT EXPENDITURE = sum of all purchases, commission amounts, integral associated costs + fees					