BLACK SHEEP WEAVERS FIBER GUILD

INVENTORY SHEETS AND SALE TAGS –

PROCEDURES

Any and all items offered for sale in any Black Sheep Weavers sale must:

1) Meet Guild guidelines as outlined in the Standards of Acceptance document or be specially approved by the sale committee. Once an item is specially approved it is accepted in future sales. Sale committee may limit the number of specially approved items in any particular sale.

2) Each item must have a Guild issued sale tag securely affixed and properly filled out. Tags are available for sale at cost from a sale committee member. You may affix a personal business card or tag in addition to the Guild issued tag. No other tags, either personal or professional, from other sales or guilds, may be attached.

3) All items offered for sale must be listed on a Guild issued inventory sheet, correctly filled out. The Guild issued inventory sheet may be photocopied as needed but no other version of an inventory sheet will be accepted.

4) To facilitate accurate bookkeeping and payment to Guild members, please fill out tags and inventory sheets carefully and legibly, preferably using black or blue ink. No white-out or crossed out writing. **Only items with Guild issued tags and inventory sheets will be accepted for inclusion in the sale.**

5) Items not complying with these sale procedures will not be accepted for the sale.

How to fill out tags:

Three types of tags are available, general merchandise, smaller ornament tags and jewelry tags. Use whichever tag best fits your particular item. Securely affix tag to sale item with yarn, ribbon, floss, wire, safety pin, etc. Do not use staples or straight pins. All applicable lines on both sides of tags must be filled out. Inv. # on the tag corresponds to the Inv # on inventory sheet (or Item # on the previous version of inventory sheet). The Inv. # / Item # consists of your BSW's I.D. number as listed on the Guild roster sheet followed by the number you have assigned the particular item (i.e. 100-1). Jewelry tags should be folded with item affixed to front (logo) side. In addition to filling out all lines on back of jewelry tag, print the price of item in the lower right corner of tag front. Do not fold any tag along perforated line.

How to fill out inventory sheets:

Print name of sale and sale date(s) at top of inventory sheet.

Print clearly your name, phone number and sale info at the top of each inventory sheet used. Print your BSW's I.D. number, as listed on the Guild roster, in box at lower right corner of sheet(s). If additional items are brought to the second day of a sale, a separate and complete inventory sheet with new numbers assigned to all items (even if they are identical to items brought to the first day of the sale) must be submitted.

In column is for use by the sale committee.

Inv # or Item # is the same as the Inv. # on tags. Inv # / Item # consists of your BSW's I.D. number followed by the number you have assigned that particular item. Number items consecutively beginning with 1. If you have more than one of the same item, they will have the same Inv # / Item #. Items which have the same number must be essentially the same and have the same price. For example, five silk scarves of the same size, design and price but of different colors would have the same number and be listed as 5 under the quantity column. Do not assign more than 10 items to each inventory number. If you have more than 10 of the same item, assign a new inventory number for each group of 10.

Quantity column is the number of items which have the same Inv # / Item #.

Description is a concise description of item. For example, knitted, chenille scarf rather than scarf.

Price column lists price of item. Price in whole dollar amounts only.

Sold/Fri and Sold/Sat columns are check marked by the Guild treasurer as each of your items are sold and recorded.

Total column is the total number of that particular item sold during the sale.

Out column is the number of that particular item not sold during the sale. **Total** column and **Out** column should equal Quantity column.

At the close of sale, each Guild member collects from the sale floor all of their unsold items. The number of unsold, collected items should equal the **Out** column. Any discrepancies should be clearly noted on the inventory sheet. Then sign your name at the bottom of inventory sheet(s) in space marked, ***Sign for items returned***, indicating you agree with the tallying of the number of your sold and unsold items. <u>Return the signed inventory sheet to the treasurer before leaving the sale</u>. The sheet will later be returned to you with your check for sold items minus 15% to the Guild.

If you have any further questions, please contact a sale committee member. Also, additional information and/or special directions will be conveyed via the newsletter and guild meetings prior to a particular sale.

Revised 2/5/09