FAOF Boutique, Art to Wear and Quilt Sales Inventory Sheet

Vendor's Initials _____ *Vendor's Name* _____ *Page #* ____ *of* ____

Stock #	*Description*	*Price*	*# of Items*	*Sold*	*Out*

Please note: Inventory sheets should be done in triplicate. You should bring two copies to check in. You should keep a third copy for your records.

Each item you wish to sell must have a **number** consisting of **your guild initial, followed by your three initials, followed by the stock number** e.g., I-RJE-1 or I-RJE-2. Please list stock numbers in ascending order (1,2,3 etc.) Identical items may have the same stock number and be listed only once.

Indicate how many items you have with identical stock numbers in the # of items column. **Remember, to facilitate data entry we can only accept**

Items priced at $4 or more. If you have lower priced items they may be grouped and tagged as one item.

Each item must have a **required** FAOF tag attached securely. If the tag falls off or can't be read, your item can't be sold. The tag should be completed as described in the FAOF guidelines. Please read these instructions carefully. Tags are available by mail (just call Katie, 773-588-3775) or at the meetings.

Items that are not properly tagged and listed on inventory sheets will not be accepted. Thanks for your cooperation in making this event run smoothly

Member of :IQI___NSNG___Both____