FAOF Boutique and Quilt Sales Inventory Sheet

***Vendor's** Assigned ID _____ **Vendor's Name** _____ Page # _1__ 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 an ID code (assigned by us) followed by the stock number in ascending order; e.g., XXX-1, XXX-2. 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 $5 or more. Lower priced items must 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 contact Pat at prued@aol.com or 847-267-1407) 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.

The IRS is requires that all participants fill out a W-9 with their tax ID number. A copy was included with your acceptance letter and must be turned in when you check in and before you can set up.

Member of: IQI ____ NSNG ____ Both ____

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