



Handweavers Guild of Boulder 2015 Annual Sale Checkout List

Artist name _____ PIN # _____

Stop 1

Pick up:

- ☐ Report of unsold items
- ☐ Sale Checkout List (this sheet)

Stop 2

- ☐ Artist writes name on each page of unsold items report
- ☐ Artist collects inventory from sales floor, including Showcase and Strickler items

Stop 3

NOTE: Skip this stop and go to Stop 4 if collected inventory agrees with report of unsold items.

- ☐ Conduct complete physical inventory of items with checkout person
Verified by _____ (checkout worker)
- ☐ Record inventory numbers of items not found:

- ☐ Record inventory numbers of items found, but not on report of unsold items:

- ☐ (OPTIONAL) I choose to skip the complete physical inventory and waive my right to claim reimbursement for any missing inventory items.

Artist's signature _____ Date _____

Stop 4

I confirm that I have all my inventory items with exceptions marked above. When I leave the Sale venue, the Sale Committee and HGB no longer have any responsibility beyond the items noted in Stop 3.

Artist's signature _____ Date _____

Checkout worker collects the following after the disclaimer above is signed:

- ☐ Report of unsold items
- ☐ This Sale Checkout List