

HOW TO FILL OUT INVENTORY SHEETS AND TAGS

Inventory Sheets:

1. Boutique Committee will assign a CONTROL NUMBER.
2. The CONTROL NUMBER must appear on EACH PAGE of the inventory sheet.
3. Please do not use ditto marks in listing items.
4. List items individually and in numerical order corresponding with the number on the price tag.

SAMPLE:

Control Number: SM
Page: 1 of 2
Name: Mary Smith
Address: 123 Main
City & Zip: Rocklin, CA 12345
Phone: 916- 444-1234

Item	Description	Price	Rec'd	Sold	PU	Total
SM-1	Santa ornament	3.50				
SM-2	Santa ornament	3.50				
SM-3	Snowman doll	10.00				

→ Note: List all items with the Control Number followed by the number of the item. If you have 25 items, you would show SM-1, SM-2 SM-3 thru SM-25

Price Tags:

1. The Boutique Committee will provide the price tags.
2. Print clearly. These tags are our only means of identifying what items of yours were sold.
3. The bottom part of the price tag is what we keep so be sure it matches the top part of the tag.
4. Start with your CONTROL NUMBER and then the number identifying that particular item. If you have several of the same items, each item must have a different number preceded by your CONTROL NUMBER.

SAMPLE:

