

Your Code # _____

SIERRA QUILT GUILD BOUTIQUE
Guidelines for Consignment Items

1. An inventory sheet listing every item for sale must be completed and a sale price must be shown for each item. Please see the attached sample sheet. **Please make a duplicate copy of your inventory for your records.**
2. A CODE NUMBER will be assigned to each seller for inventory and sales control purposes. The CODE NUMBER will be used to account for the sale of your items and for cash settlement purposes, so it is very important to **mark it on your tags legibly.**
3. Each item for sale must have a completed two-part, tear-away price tag attached. **NO OTHER TYPE PRICE TAG WILL BE ACCEPTED.** Please fill out **both portions** of the tag showing your assigned seller CODE NUMBER, and the price of the item. Please price your items to the nearest quarter – \$1.25, \$2.00, \$2.75, \$3.50, etc. Items without tear-away tags properly filled out cannot be accepted. **Please see attached sample below.**
4. All items donated to the Guild, other than magazines, must have a two-part tear-away tag using the CODE LETTER “G” instead of a number.
5. Merchandise for sale is to be delivered to the Boutique at the Fairgrounds on FRIDAY between 7:30 a.m. and 12:00 p.m. Your items will be checked in by a Boutique Committee member. **All items will be arranged for display by committee members.** . Our policy is to sell new and updated items. If an item has been unsold for three years, it is suggested that they not be offered for sale in the boutique again.
6. If items are delivered to the boutique in a container that you wish to retrieve after the show, **BE CERTAIN YOUR NAME IS ON THE CONTAINER, TOP & BOTTOM.** If you bring more than one container, mark them “Smith 1, Smith 2, etc.” If your name is not on the container, we cannot guarantee it will be returned to you.
7. Your unsold items are to be picked up on **Sunday between 5:00pm–6:00pm.** BOUTIQUE PERSONNEL are responsible for checking merchandise out. You will be asked to count the number of items you picked up and verify that number with the person checking out your items. NOTE: All items sold may not have been checked on the inventory sheets. Something that is “missing” may have been sold. Don’t panic! If an item is truly missing, you will be contacted within one week after the show.
8. Every effort will be made to prevent items from “walking off;” however, the Guild is not responsible for, nor will it pay for, missing or damaged items.

9. Checks will be mailed by the Guild Treasurer after the show for the items sold, less the 15% commission due to the Guild.

INVENTORY SHEETS

1. Make sure your **CODE NUMBER** is on **EACH PAGE** of the Inventory Sheets. **PLEASE DO NOT USE DITTO** marks in listing items.
2. List items in numerical order corresponding with the number on the price tag.

SAMPLE INVENTORY SHEET

Item #	Description of Item	Price	Received	Sold	Returned	
5-17	Red Towel	\$ 5.50				
5-18	Red Towel	\$ 5.50				
5-19	Red Towel	\$ 5.50				
5-20	Christmas Ornament	\$ 4.00				

PRICE TAGS

1. **TAKE YOUR TIME.** If we can not read your identifying code number, item number, and price, we can not match tags with the inventory lists. These tags are our only connection with the items that are sold. Please make sure the tags are legible and accurate! The bottom part is what we keep and must be able to read. **DO NOT WRITE** over the perforated part of tag. Use safety pins to attach tags whenever possible. If it is absolutely necessary to use string be sure the string is as short as possible. Use tape only when there is no other way to attach tag. Absolutely **NO TAPE** is to be used on wooden items. Staple tags to the wood. If there is a difference between the amount shown on the tag and the amount on the inventory sheet, the amount on the tag is what is paid to seller. **MAKE SURE THAT WE CAN READ THEM.**
2. **START WITH CODE NUMBER, DASH and ITEM NUMBER.** If you have several of the same item, **EACH** item must have a **DIFFERENT NUMBER** preceded by your code number.

