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|  | **Guidelines for Jewelers**  **Inventory Lists & Receipt Books** |

**INVENTORY LISTS:**

Inventory lists are optional, but an addendum needs to be signed and turned in with the consignment agreement if you forgo using Inventory sheets

An Inventory List template is available in the packet

List every item that you are entering in the show.

Inventory numbers are optional for your own records; but if you choose not to use them, please describe items in detail for easy identification if any discrepancies arise in the sales process. We also need this information for insurance purposes in case of loss or damage.

If you have a group of items with the same description and price, you may use the same inventory number or list all pieces in that group on the same line. Be sure your inventory sheet shows an accurate count for the number of items you are bringing in each group. For example, two styles of earrings might be listed like this:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Inventory # | Title and/or Description | Number of Items | Price per Item | Total  Price |
| 101 | Earrings (all silver) | 5 | $100 | $500 |
| 102 | Earrings (silver plus stones) | 3 | $150 | $450 |

If you bring in additional items during the show, remember to add those items to your Inventory Sheets.

**JEWELER RECEIPT BOOKS AND SALES PROCESS**

**Show Instructions:**

* **Local 14** will provide a 3 part receipt book for your sales. Make sure your name or business name is filled out on all 3 copies. The **original copy** goes to the customer, the **yellow copy** to Local 14 and the **pink copy** is for your records.
* You are responsible to collect all payments from your sales.

**Check-Out Instructions:**

* Tally all receipts and fill out the total amount on the Sales Record sheet you will receive at the show. Include any custom orders.
* Write a check to **Local 14** for the commission owed
* Return the yellow copies in numerical order from the receipt book, including any voided receipts, with the form and your check to Local 14 in the envelope provided. A designated Local 14 member will collect your envelope immediately after the show closes.