|  |  |
| --- | --- |
|  | **2024 LOCAL 14 Inventory List** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name |  | | | Medium |  | | |
| Address |  | | | | |  |  |
| Phone |  | Email |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Inventory # | Title and/or Description | Number of Items | Price per Item | Total Price |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Subtotal for this page |  |  |  |
|  | Final Total for all pages |  |  |  |
|  | Page \_\_\_\_ of \_\_\_\_\_ |  |  |  |

**Instructions for Filling the Inventory List**

All pieces of artwork must be included on the Inventory List. If you bring additional artwork, be sure to update your Inventory List with bookkeeping.

**Option 1:** Print form and fill by hand.

**Option 2:** Save form and use as a template that is fillable in WORD

After downloading the WORD version of the Inventory Sheet, save and keep it as a “clean master”. Make another copy of the Inventory Sheet and save it with the date and title for that page (*e.g*., “2024 Inventory, p. 1” or “2024 Inventory, p. 3”, etc.). Type your information into the boxes provided.

**Option 3:** You may attach your own Inventory pages to a Local 14 Inventory Cover sheet as long as your Inventory numbers and prices match your Local 14 Price Tags or the Jeweler’s Receipt Book.

Inventory numbers can be included for your records but are not required.

Describe items in enough detail so that we can determine the price if a tag is lost.

Multiples of identical items at the same price can go on one line (*e.g*., cards, prints, etc.).

Subtotal the value of items on each page. On the final page, calculate the final total value for all items.

**Jewelers:** Follow more specific instructions on the ‘*Jeweler Guidelines; Inventory list, Receipt Book and Sales’* document.