



### INVENTORY CHECK-IN PROCEDURE

1. Please follow these steps when completing the attached inventory form to check in items for consignment sales at the gallery. A sample form is also attached for your reference.
2. Assign a code number to each inventory item, preceded by your initials; e.g. Jane Smith would write JS1, JS2, etc.
3. Enter a brief description of the item, type of media, and retail price on the inventory form. (To calculate retail price, multiply the amount you want to receive from the sale of the item by 1.68. For example, you want \$50:  $\$50 \times 1.68 = \$83.50$  retail price.)
4. Write each inventory number and retail price on a small white adhesive label and adhere it directly to the item or its tag.
5. If your inventory requires special instructions, please attach them to your form.
6. Make a copy of the inventory form for your records. If you haven't heard from us in three months, please call to discuss rotation of your inventory.

Thank You!

Carie Collver  
Gallery Director