

Concord Piecemakers
2019 Quilt Show
Boutique Inventory Form Instructions

Instructions for completing the inventory form.

Code: Please use the initials of your first, middle and last name. e.g. Linda R Merwin, LRM.

Description: A brief description to identify the item, which includes the color and what the item is. E.g. orange bowl cozy; blue and white pieced pillow; red and yellow knitted gnome.

Price: This is the price you want to charge. Please note that Concord Piecemakers will take 20% of this price as a donation. Be sure to factor in the 20% deduction to the amount you personally would like to receive for the item. A check for the proceeds of your sold items will be issued to you after all quilt show accounting has been done.

Donation Y/N: Please indicate if you are donating the entire price of the item to Concord Piecemakers with a 'Y' for yes or a 'N' for no!!

Quilts: If you are selling a quilt in the show, please list it on your inventory form with the heading, QUILT in capital letters, followed by the name or description of the quilt. The boutique will accept cash or a personal check, payable to Concord Piecemakers from the buyer. A check (less 20%) will be issued back to you like the other Boutique items sold, after our accounting is complete.

Labeling: Every item MUST have a price tag with the item# clearly marked on it, securely attached. We will be providing tags and safety pins for this purpose at our September meeting. E.g. \$20, LRM-1, \$15, LRM-2, etc.

Unsold Items: will not be available for pick up until AFTER the quilt show has been cleaned up. All hands are needed for this final task. If for some unforeseen, dire circumstance you will not be there for clean up, please indicate on your form the name of the person who is authorized to pick up your items.

PLEASE NOTE: The form must be completed prior to drop off, on Thursday, October 3rd between 8 and 10 a.m. In an effort to make the drop off experience smooth and efficient, we will have three or four people on hand to check in your items.