

# OWG Annual Sale - Inventory Instructions

## Guidelines for Submission

All items accepted for the sale must comply with the OWG Annual Sale Guidelines as determined by the current Annual Sale Guidelines Committee. A copy of the current guidelines is included in yearbook.

## Inventory Sheets

1. You must use the Inventory Sheets to participate in the OWG Sale. There are 2 types of inventory sheets:
  - a) Use the Multiple Items form for multiples of the same type of product at the same price (for example, 25 felt balls).
  - b) Use the Individual Items form for one-of-a-kind items or similar items that have different prices.
  - c) If you bring both individual and multiple items, start numbering with the (multiple items) and continue with (individual items), as in the examples below.
2. Number your items. Items must be listed in numerical order.
  - a) Multiple sheets: Begin item numbering with the number "1".
    - Fill in the quantity of items and the price per item (23 and \$36.00 in the example below).
    - Cross out all numbers greater than the total number of items (24 through 50 in the example below).
    - If you have more than 50 similar items, use a different item # for each multiple of 50.
    - If you have more than one multiple sheet, continue numbering **consecutively** on subsequent pages.
    - You will fill out a tag for each item listed on a multiple sheet with the associated item number followed by a hyphen and the unit number. In the example, the first scarf is item #1-1; the second is item #1-2; and so on.

| Item# | Description     |               |               |               |               |               |               |               | Quantity      | Price each |
|-------|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|------------|
| 1     | Shibori scarves |               |               |               |               |               |               |               | 23            | 36.00      |
|       | 1               | 2             | 3             | 4             | 5             | 6             | 7             | 8             | 9             | 10         |
|       | 11              | 12            | 13            | 14            | 15            | 16            | 17            | 18            | 19            | 20         |
|       | 21              | 22            | 23            | 24            | 25            | 26            | 27            | 28            | 29            | 30         |
|       | <del>31</del>   | <del>32</del> | <del>33</del> | <del>34</del> | <del>35</del> | <del>36</del> | <del>37</del> | <del>38</del> | <del>39</del> | 40         |
|       | <del>41</del>   | 42            | 43            | 44            | 45            | 46            | 47            | 48            | 49            | 50         |

- b) Individual sheets: If your inventory contains only one-of-a-kind items, you will use only the Individual Items sheet(s):
  - If you filled out a multiple sheet (multiples of a single item), start your first individual sheet with the next consecutive item number (2 in the example below).
  - Be sure that each item is given a single non-hyphenated number on a

separate line. **Do not use letters in inventory numbers assigned for this OWG sale.**

- **Items should be numbered consecutively.**
- If you have more than one individual sheet, continue numbering consecutively on subsequent pages.

| <b>description</b>                | <b>item #</b> | <b>price</b> | <b>sold</b> | <b>\$ sold</b> |
|-----------------------------------|---------------|--------------|-------------|----------------|
| Dress with jacket--navy blue silk | 2             | 200.00       |             |                |
| Alpaca ruana                      | 3             | 150.00       |             |                |
| Blue wool rug                     | 4             | 250.00       |             |                |

3. Fill in all the information at the top of the first sheet. Put your name on every sheet. Put totals at the bottom of each sheet, and sign each sheet.
4. Make a copy of each completed sheet to use when you pick up your items after the sale.
5. Turn in the original sheets when you check in your inventory at the beginning of the sale.

## Tags

1. **You must attach an OWG Inventory Tag to each item you intend to sell.** If your regular business tag provides all the same information as a large OWG tag, you may attach your business tag along with a small OWG tag.
2. Fill out tags carefully and completely. We suggest that you use a decimal point and zeros so that prices cannot be changed.
  - a) **Prices must be marked in red ink.**
  - b) All other information must be in blue or black ink.
  - c) If you want to change the price of an item before the sale, you must fill out a new tag. Items with changed prices on the same tag will be removed from the sale. Prices may not be changed after your inventory has been accepted into the sale.
3. Attach tags securely using one of these methods:
  - a) Use string or yarn knotted securely through the tag and item.
  - b) Staple or tape small tags to your regular business tags (see "1" above), plastic sleeves, or packages.
  - c) Do not staple, or tape tags directly onto fiber items.
  - d) Put tags on the outside of any packaging. If your tags are inside a package or bag, we will remove the items from the sale and ask you to retag them.

## Number of Items

There are no limits on the number of sale items per member. However, display space is limited, so it is possible that only a portion of your work will be on display at any given time. We encourage you to bring professional display props to help display your work. These props will be shared with others to create a cohesive show. Please put your name on all display props you bring.

## Display

1. Jewelry, especially earrings and pins, must be firmly attached to a card. Boxes and plastic zip-lock bags are optional. You may put necklaces and bracelets in a box or

just attach an OWG tag. Tags must be on the outside of box or bag.

### **Commission**

OWG will take a 15% commission on all sales if you work at the sale. If you do not work at the sale, OWG will take a 20% commission. Please indicate on your inventory sheets whether you intend to work at the sale and which shift(s) and department(s) you will be working in.

### **Schedule**

Friday. Inventory and paperwork will be accepted at the Fire Station 12:00 to 1:30 pm. If there are problems with getting inventory in on time please make arrangements with a fellow member or contact the sales chair. Please have your tags and inventory sheets completed per these instructions before you bring your inventory on Friday.

Sunday Closing. Bring your copy of the inventory sheets to record unsold items. At 4:00PM, Please help with the take-down. Do not pick up items before 4:00PM or before all customers have left. If you cannot pick up your inventory at this time, arrange to have someone else do it for you. Your inventory sheets will be compared with the Inventory Committee's records of sold items.

Bring a long SASE. The treasurer will mail your check to you.

For additional information, or if you have questions, contact:  
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