

Each member participating in the boutique must first get the initials of the membership chair on their inventory sheet showing that they have been a member for 6 months and have attended at least 3 meetings and have a complete inventory sheet listing every item to be sold.

You will be given a personal inventory code that needs to be on all your inventory tags along with the price and the inventory number. Please fill out your inventory sheet correctly as this will be the only way that you will know what has sold and what has not. Make a copy of your inventory sheet for yourself. An example: 25 fat quarters at \$1.00 can be listed on one line of your inventory sheet. Also 5 different books but all having the same price can be listed on one line. Don't forget to put the total of each item. Please make copies of the inventory sheet if you need more than one. Inventory tags showing the seller's personal code, inventory # and the price are required and are to be provided by the seller. May I suggest that on the back of the tag a small discription such as the book title or color of the fabric or what the item is. This will be helpful if we find tags and or lost items!

TAGS MUST BE PRINTED BY HAND OR TYPED, LEGIBLE AND SECURELY ATTACHED TO YOUR PRODUCT.

CLUB INVENTORY SHEETS MUST BE USED. IF YOU DO NOT HAVE ONE AT CHECK-IN TIME YOU WILL BE GIVEN ONE TO FILL OUT AT THAT TIME.

Be sure you make a copy of your inventory sheet before check-in on Friday before the show. Original will be kept by the club.

Merchandise may be brought to the boutique on the Friday before the show between 10 and 3 for check-in. For those working on Friday appointments can be made by calling Sue Parnham at 986-0815.

An official boutique checker will check in the merchandise! **NO OTHER PERSON CAN CHECK IN MERCHANDISE!** The seller's inventory will be counted and tags will be checked at this time. **THIS IS A JOINT CHECK IN. YOU AND THE CHECKER WILL WORK TOGETHER.**

No prices can be raised or lowered once check in is complete without permission from the chairperson. No merchandise will be accepted after check in with out permission from chairperson.

No one will be checked out until all boutique props, displays and supplies are returned to the truck and the boutique is in neat order. All sellers need to be in the boutique area at the close of the show and are expected to help in the dismantling of the boutique. When clean up is finished check out will be by lottery so be patient.

All unsold items must be picked up immediately after the show. All left items will be donated to

a local charity if not picked up.

NOTE: If you are involved in another area of dismantling the show you **MUST** have someone check out for you by bringing your copy of the inventory sheet and be your proxy in counting your inventory and signing off.

You will receive a check for your total sales less 20% kept by the club for taxes and a small fee to help cover the cost at the next meeting.

Manteca Quilters is not responsible for loss or breakage of your items. So please make sure your tags are on right and are secure. This year tags are not being removed so go ahead and tape them in or staple them in! Just make sure we can see the tag and the price of the item when we check out. Your sales will be determined by your inventory sheet that you initialed at check out and the original held by the chairperson.

Everyone putting items in the boutique is required to work at least 2 hours in the boutique. If you are a chairperson in another area you are excused.

If we all do the inventory right and put our tags on correctly all will go smooth and be painless! Working in the boutique can be fun and rewarding!

Any questions please give me a call at 986-0815. Remember I work from 7 till 3 every weekday so leave a message and I will get back to you as soon as possible.

Thank You

Sue Parnham

Chairperson for the Boutique

NAME _____
 ADDRESS _____
 CITY _____
 PHONE _____

PAGE # _____
 CODE LETTER _____
 Total \$ Sold

ITEM	AMT	PRICE	TOTAL \$	PICKED UP	# SOLD	ITEM DESCRIPTION
TOTAL						

Check In Initials _____

Check Out Initials _____

NAME _____
ADDRESS _____
CITY _____
PHONE _____

PAGE # _____
CODE LETTER _____

ITEM	AMT	PRICE	TOTAL \$			ITEM DESCRIPTION
TOTAL						

PRICES MUST BE IN AMOUNTS OF .25 (EXAMPLES 1.25, 1.00, 23.75)

UNEVEN PRICES WILL NOT BE ACCEPTED.

PRINT ON TAGS ; MUST BE LEGIBLE

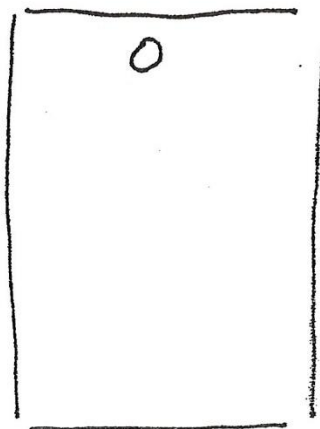
YOUR CODE
LETTER



INVENTORY #



PRICE



**MANTECA QUILTER'S BOUTIQUE
TAGS ONLY**

Place an * ~~XXXXXXXX~~ on the tag if your item is newly made and not part of the Quilter's Attic. ☺

GUIDELINES FOR ACCEPTANCE OF MERCHANDISE

- TAGS FILLED OUT - USING EXAMPLE SHEET
 - ALL INFORMATION LEGIBLE AND PRINTED
 - ALL MERCHANDISE TAGGED
 - INVENTORY SHEETS FILLED OUT CORRECTLY
 - * on all new items not part of Quilters
Attic.
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