Oxford Quilters Guild Inventory Sheet

Vendor ID _____ Vendor Name: _____

Phone: _____ Email: _____

Mailing Address: _____

To be completed by Vendor			To be completed by Staff		
Item E	Description	Price	Sold	Receipt#	Unsold
			$		#
Total ($ of sold items, #unsold items)					
10% Commission					
Payment to Vendor (Total Sales - 10% commission)					

Inventory Confirmation Vendor and Volunteer confirm inventory with intials at drop-off and pick-up		
	Vendor	Volunteer
At Drop-off (inventory sheet and items dropped-off match)		
At Pick-up (inventory sheet and items picked-up match)		