

Sheet #: Date Delivered: _____ Artist Code:

Inventory Intake Reviewed with Staff (EOH Staff initial and date): _____

Ending Inventory Reviewed with Staff (EOH Staff initial and date): _____

2018 Earlville Opera House Holiday Gift Shop Inventory List

Name: _____
 Name of Business: _____
 Mailing Address: _____
 City/State/Zip: _____
 Phone: _____ Email: _____ Website: _____
 Medium: _____

Instructions:

*List a description, the quantity of each item, assign an Item ID (**Use the same 3 initials for every item and a different number on each item**), and selling price per item – the price should include the EOH's 30% commission. (Note: Holiday Gift Shop volunteers receive a 25% commission).*

Quantity	Item ID	Description	Price per Item	For Artist Use <u>After</u> the Sale		
				# Not Sold	# Sold	Value

Check this box if you are bringing extra inventory
 If you are bringing extra inventory then please be sure to include it on the inventory sheet & label your extra inventory box!