



INVENTORY LISTS:

Note: A template is available that you may prepare on your computer or you may print copies and fill in by hand. It is also acceptable to attach your own inventory sheets to a Local 14 cover sheet.

Below are options to simplify the process by grouping like pieces with one inventory number or you can be as detailed as you like. We need this information for insurance purposes in case of major loss or damage.

If you have a group of items with the same description and price, you may use the same inventory number and list all pieces in that group on the same line. For example, two styles of earrings might be listed like this:

Table with 5 columns: Inventory #, Title and/or Description, Number of Items, Price per Item, Total Price. Rows include Earrings (all silver) and Earrings (silver plus stones).

For your own records, inventory numbers are optional; but if you choose not to use them, please keep accurate descriptions to help if any discrepancies arise.

If you bring in additional items during the show, remember to add those items to your Inventory Sheets located in the bookkeeping room.

JEWELER RECEIPT BOOKS AND SALES PROCESS

All sales go through central check out—accept no direct payments at your booth.

LOCAL 14 will provide 3-part receipt books. Additional receipt books are available in the bookkeeping room.

Write or stamp your name on every receipt so the cashier can credit the sale to you in SQUARE.

If using a business name, we must know this in advance in order to list you correctly in SQUARE.

When a sale occurs, you will need to:

- 1. Legibly fill in a receipt with the following information: a) Your name (and business name if using) b) Customer name and contact information c) Inventory #, item description, and price
2. Give the top two copies of the receipt to the customer to take to the cashier for payment
3. Keep the last copy (pink) in the receipt book.
4. Do not give them the purchased item(s) at this time.
5. Upon payment, they will bring a copy of the receipt with the cashier's PAID stamp and initials back to you to retrieve the item. That copy of the receipt belongs to the customer.
6. Be sure to check for the PAID stamp before releasing the item.
7. If you wish to keep track of your sales, please use your copy of the Inventory List or your own log. All the receipt books must be turned in at the end of the show. You will receive a set of the receipt book copies with your check after the books have been reconciled.