Two Rivers Art Gallery and Gift Shop

Inventory List

Phone Number:_____

Name _____ 3 Initials _____

Always fill out this form completely!!! This will make it easier to keep accurate accounting of your artwork. Tags are now computerized so you can let us code them each time you bring in an item. Put your new items in the Office, always. We will put your artwork out on the floor. When you take items out, please have the volunteer help you.

If you are **taking items out** of the gallery temporarily, just tape the tags to this sheet. They can have the same code if they are identical prices, etc. You still need to mark removed and in description you can put "see tags."
Know that volunteers may call you if a customer wants and art item of yours but wants to see if you will go lower on your price. You can say "yes" or "no" because you know your overhead!

Date	Code	# of items	Description	Price	**Write:** Date and initials and mark in the appropriate row: SOLD REMOVED