Name _____ **Code** _____ (your initials) **Date brought in** _____

Don't know the next number?   No worries…we will assign one and put on the label.

INVENTORY SHEET

How to calculate your gallery sales price: Price you want to be paid divided by .75

For example, if you want to be paid $60 for an item, then it's $60 / .75 = $80 gallery price on this sheet. This is your retail amt.

Removed ✓	Added ✓	Number of items	Item # (optional)	DESCRIPTION Distinguishing features (for tag)	RETAIL AMT	NOTES (put on tag)