Inventory Sheet:

- The purpose of the Inventory Sheet is:
  - To help Sales table staff determine the correct price for an untagged item.
  - To help the Vendor Sales committee identify owner of illegible or incorrect tags.

  Keep this in mind when you fill out your sheets.
- The sheets are filled out by the LMCA vendors before the show and must be filed in the Inventory Sheets box by the start of the show. Blank sheets in PDF and Excel formats are available in the *member artist documents* area of the LMCA web page (lmca-artisans.com).
- Description of fields on the form:
  - Member's code no – code number assigned by show chair (a letter followed by a number)
  - Inventory Number – unique number assigned to an item, or group of items.
  - Quantity – This can be left blank if the quantity is 1. Quantity can be approximate.
  - Retail Price – Price the sales table is to charge for the item.
  - Description of the item – Description of the item that would help the Sales Table or Vendor Sales match the item to the Inventory Sheet for pricing if the tag is lost.
- The same inventory number CANNOT be used for items that have different descriptions or different prices.
- If you have several items of the same description and price, they may all have the same inventory number on the Inventory Sheet.
- If you have several items of the same description and price but unique inventory numbers in numerical order, they may be listed on one line of the sheet by specifying the number range (e.g. 15-22) in the inventory number column.
- Unique products and/or inventory numbers added after the start of the show require an additional or updated sheet in the Inventory Sheets box. If you add items of the same inventory # (and therefore price and description) after the start of the show, the Inventory Sheet does not need to be updated.