

**'Jewelry Sales' receipt process:**

*This process allows vendors who are manning their booths to place very small items that might be lost, or easily stolen, in bags with receipts attached that describe items and total of items in the bag. Since it takes several times as long at the end of the show to add up vendor data using receipts as it does for vendor data using tags, larger items should not be placed in bags with receipts unless they are included with small items such as jewelry.*

- 1) **Place the items in a bag.**
- 2) **Prepare a receipt with:**
  - Vendor code at the top**
  - List of items and prices**
  - TOTAL THE RECEIPT!**
  - It is advised that the Jeweler used a 2-part form and keep one copy.**
  - Please, always attach the same copy to the bag.**
  - Forms with carbon on the back are not allowed (changed 11/2016.)
- 3) **Staple the bag closed with a receipt on the outside of bag.**
- 4) **Give bag to customer to take to sales table with other purchases.**
- 5) **Sales Table will remove receipt as the bag total is paid. The Sales Table does not check the items in the bag against the receipt.**