

Inventory

Instructions:

1. Fill in your name, address and other information below.
2. Enter information for each of your items in the table. The Item# is for your use only and may be changed when a tag is printed.
3. Your description can only be 30 characters or it will be cut off, brand (20 characters), etc.
4. Enter a “Yes” in the Discount or Donate columns if applicable. A blank is assumed to be “No”
5. Save this file and send back to the sale owner or coordinator as an email attachment.

Name:

Address:

City/State/Zip:

Email:

Phone:

Consignor ID:

Item#	Description (30)	Brand (20)	Size (15) <i>(Numerical Size)</i>	Gender (20) <i>(Boy, Girl, Neutral, or leave blank)</i>	Price <i>(Min. \$2.00; 50¢ increments)</i>	Discount* <i>(Enter YES or leave blank for NO)</i>	Donate*
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