Ingersoll Creative Arts Centre – Deck the Halls Inventory Sheet

Vendor ID: _____ Vendor Name: _____

Phone:_____ Email: _____

Mailing Address: _____

To be completed by Vendor			For use by staff		
Item #	Description	Price	Sold	Receipt #	Unsold ✓
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
		$	$		
	Totals ($ of sold items, # unsold items)		$		#
	25% Commission		$		
	Payment to Vendor (Total Sales – 25% Commission)		$		

Inventory Confirmation *Vendor and Volunteer confirm inventory with initials at drop-off and pick-up*	**Vendor**	**Volunteer**
At Drop-off (inventory sheet and items dropped-off match)		
At Pick-up (inventory sheet & items for pick-up match)		