

CHECK LIST FOR CHECK-OUT 2007

_____ member name _____ pin number

1. Pick up

- your original inventory and,
- Check List for Check-Out.

2. If after checking your inventory, you disagree with the sales on your sheets, you need to check out again with a Check-Out person. Come to where you picked up your inventory sheet to find a Check-Out person.

3. Inventory Check:

_____ I confirm that I have all my inventory items not recorded as sold.

_____ I differ with my inventory sheet as to which items were sold.

Inventory numbers of items not found: _____

Inventory numbers of items found, but marked as sold: _____

Check-Out person: _____

4. Check Out: marked and signed by member

_____ I confirm that all items returned to me are undamaged.

_____ When I leave the Sale venue with my inventory, the Sale Committee and HGB no longer have any responsibility beyond the items in 3. which I have noted as not found.

5. Member's signature (in ink) _____ date _____

6. Turn in this form and the original inventory sheets to the Check-out people.

Check-out times: Tuesday, Dec. 4, 6 pm for members working last shift; and 6:30 pm for all other members.