

Handweavers Guild of Boulder 2011 Annual Sale Check-out List

Artist Name _____ PIN # _____

Stop 1

Pick up:

- Original inventory sheet
- Sale Check-out List (this sheet)

Stop 2

- Artist collects inventory from sales floor

Stop 3

NOTE: Skip this stop and go to Stop 4 if collected inventory agrees with inventory sheet.

- Conduct complete physical inventory of items with check-out person
Verified by _____ (check-out worker)

- Record Inventory numbers of items not found:

- Record Inventory numbers of items found, but marked as sold:

- (OPTIONAL) I choose to skip the complete physical inventory and waive my right to claim reimbursement for any missing inventory items.

Artist's Signature _____ Date _____

Stop 4

I confirm that I have all my inventory items with exceptions marked above. All of these found items are undamaged, and that when I leave the Sale venue, the Sale Committee and HGB no longer have any responsibility beyond the items noted in Stop 3.

Artist's Signature _____ Date _____

Check-out worker collects the following after the disclaimer above is signed:

- Original inventory sheet
- This Sales Check-out List