Hawai'i Handweavers' Hui

Sale Inventory Sheet

Event Name: _____   Name   First:_____ Last:_____

Phone Number: _____   email:_____

item	ID	Description	Price	Sold (DATE)	CK/CSH/CC	x	item	ID	Description	Price	Sold (DATE)	CK/CSH/CC	x
1					CASH		14					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
2					CASH		15					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
3					CASH		16					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
4					CASH		17					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
5					CASH		18					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
6					CASH		19					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
7					CASH		20					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
8					CASH		21					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
9					CASH		22					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
10					CASH		23					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
11					CASH		24					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
12					CASH		25					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	
13					CASH		26					CASH	
					CHECK							CHECK	
					CREDIT							CREDIT	

How to fill out this form:

1. Please either hand write or use Adobe pdf to complete.
2. Fill out the top portion with your name and contact details
3. 'ID': will be 3 letters of your name and 2 digits. For donated items, the 'D' should be in parentheses. so item IDs should look like this:
   SCE01
   SCE02
   SCE(d)01
   SCE(d)02
4. 'Description": should be a few words to describe the work so when you get your payment from HHH you and accountant will know what item it was. Please try to use descriptive words like the colors, and type of item, and even the size. Example: Red/black small handbag with short strap
5. 'Price': Please choose a round number without change. Starting in 2022, HHH is now required to add GE tax on sales which is calculated automatically through the accounting system so you don't have to.
6. Email completed form to the event organizer and to treasurer@hawaiihandweavers.org
7. Put tag or sticker on your item with the ID and price. See 'HHH Sales & Accounting Guide' found on HHH website under 'Forms' for recommended tags
   NOTES: we are using the '00' digit system because individuals can have 01 - 99 items and I do not think anyone will have more than 100 items at a time.