

How to fill in this form

Don't forget to fill in your name at the top, and sign the disclaimer at the bottom

Only fill in the 4 unshaded boxes (titled: Item, ref, price, quantity) - Please leave the other 4 boxes blank

ITEM = a brief description of the item eg – knitted hat, woven bag etc

REF = a reference number that you choose -can simply be 1,2,3 or something else – this will also be on the label attached to the goods so we can cross reference and double check

PRICE = the price you are charging (if multiples of the same item, this is the price per item)

QTY = how many of this item are there? If only one, then just put 1 – if you are submitting multiples of **the same item for the same price**, then you only need to fill in one row on the form

Now add a label to your goods with any selling information you would like to include and the price, and on the back of the label write your name (as it appears on the form) and the reference number you gave it on the form

On the day, when an item is sold, we will fill in the other boxes, and your money will be paid to you, **minus the guild commission of 10%**

I hope this is all clear – there are a couple of examples of filled in forms on the next page.

Hand in days are any groups between now and Thursday . Please make sure that the form is filled in correctly and that all items are labelled with

*your name

*the item price

*the reference number you gave the item on your form

Please leave all goods for sale in Studio 2 only (this is the room next to the main room upstairs not the downstairs office)

If you would like your unsold items returned in the packaging that you submitted them in, please ensure any bags or boxes are clearly labelled with your name

If you would like to donate the total price of any items to guild (rather than 15%) please use a separate form for these items, and label the form and the labels with **GUILD (your name)** rather than just Guild

Example 1 Jimmy is entering 3 woolly hats to sell – he fills in the form like this:

ITEM	REF	PRICE	QTY	SOLD QTY	SOLD £	TO MAKER £	TO GUILD £
Fairisle bobble hat	1	£20	1				
Navy beret	2	£14	1				
Pink child's hat	3	£10	1				

He sells 2 hats, so his form looks like this when it is returned to him:

ITEM	REF	PRICE	QTY	SOLD QTY	SOLD £	TO MAKER £	TO GUILD £
Fairisle bobble hat	1	£20	1	1	£20	£17	£3
Navy beret	2	£14	1				
Pink child's hat	3	£10	1	1	£10	£8.50	£1.50
TOTAL					£30	£25.50	£4.50

Example 2 Molly is entering 9 greetings cards – 4 snowman ones and 5 Christmas tree ones for £2.50 per card:

ITEM	REF	PRICE	QTY	SOLD QTY	SOLD £	TO MAKER £	TO GUILD £
Snowman card	sn	£2.50	4				
Xmas tree card	Ct	£2.50	5				

Molly sells all her snowman cards and 2 Christmas tree cards, so her form looks like this at the end:

ITEM	REF	PRICE	QTY	SOLD QTY	SOLD £	TO MAKER £	TO GUILD £
Snowman card	sn	£2.50	4	IIII	£10	£8.50	£1.50
Xmas tree card	Ct	£2.50	5	II	£5	£4.25	75p
TOTAL					£15	£12.75	£2.25

As you will see, when an item from a multiple is sold, the vendor tallies the sold quantity. **Each item needs to be labelled with your name and ref.**