Harbor House Gardens

# Inventory Sheet

Name: _____
(Please Print)

Please make a copy after sheet is completed for your records. Inventory sheet(s) must accompany each shipment. Use as many as you need and please mail to: Harbor House Gardens, P.O. Box 280, Searsport, ME 04974.
*Note: Shipment send by UPS will not be accepted at this time.*

**Inventory Code:** The inventory code is the first two letters of your first name plus the first two letters of your last name, then a number. For example, a code for an individual item made by Anna Maria Kubis would be ANKU1; another individual item would be ANKU2. Each different item must have its own code. Multiples of the same items can have the same code. For example, an original artwork must have its own unique code but if you have multiple prints of the image for sale, the prints can all have the same code. Codes are necessary so we can attribute the sale of an item to the correct artist and therefore essential for our record keeping.

**Description of Item:** Briefly describe the item but be accurate, if a price tag should fall off, we will need to reference the inventory sheet to which item the price tag belongs to.

**Quantity:** Please indicate the amount of each item you are sending. Please send additional inventory, if possible, so that we can always keep your space fully stocked.

**Price per Item:** This is the price you will receive after the item is sold.

**Retail Price:** This is the price per item plus 35% consignment. This is the price you put on the item's price tag.

Please also sign and date this form. Inventory sheet(s) sent without signature will not be accepted. If you have any questions, please call us at 508-802-3345 or 207-548-0178.

| Inventory Code | Description of item | Quantity | Price per item ($US) | Retail Price per Item (tag price) |
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**Signature** _____ **Date** _____