

# SAMPLE of how to fill out Inventory & Artist's labels

## Inventory Sheets

- ★ Original INVENTORY SHEETS stay at the Art League, even after the show closes.
- ★ Make a copy to keep for your own records.
- ★ Call Yvonne 630 966-9616 if you need to remove items before the show closes.

This is an example of how to fill out the inventory sheets and Artist labels.

The **RED** indicates the area you need to fill in.

The inventory sheets are pre-numbered.

dupageartleague					
Yuletide Treasures Inventory Sheet 20....					
Artist Name..... <b>Wilda Kemp</b>		Tel# <b>630 776-5758</b>		3 Letter code..... <b>KEW</b>	
Address..... <b>2287 Daybreak Dr., Aurora, IL 60503</b>					
Blank	invent #	DESCRIPTION OF ITEM	Quantity	Price	Removed date
	<b>1</b>	<b>Earrings with Christmas designs</b>	<b>10</b>	<b>\$12.00</b>	
	<b>2</b>	<b>Wood box handpainted floral design</b>	<b>1</b>	<b>\$40.00</b>	
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	16				
	17				

## Artist labels

**300\_KEW #1**  
Wilda KEMP

**\$12**

Yuletide

When you have several of the same item  
give them all the same inventory number.  
In this case you would fill out **10 Artist labels**.

**300\_KEW #2**  
Wilda KEMP

**\$40**

Yuletide

Give each one-of-a-kind item its own inventory number.

- ★ Do not fold or crease the **Artist labels**.
- ★ Instructions on where to put the **Artist label** on your entries are under each entry category.
- ★ No entries will be accepted without the correct **Artist labels** and a completed inventory sheet.