

**SAMPLE INVENTORY CARD**

1. Name
2. Code: Initials (First, Middle, Last)
3. Phone/email
4. Code plus item#. Each item must have an individual number. I.E: VRH-1, VRH-2, etc. The code and number must be listed on the card as well as on a sticker affixed to the item. Please do not group items under one number.
5. Brief description of item
6. Price

Name: \_\_\_\_\_ Code \_\_\_\_\_

Code#	Description	Price	Sold/PU

Please remember that we have limited space and quite a few artists participating. Large items (paintings) are more difficult to display. Thank you

Name: \_\_\_\_\_ Code \_\_\_\_\_

Code#	Description	Price	Sold/PU

Please fill out and turn in with items. SCAC will make a copy for our records. DO NOT CUT OUT! You make make up to three copies of this inventory form. Due to limited space, items will be curated for display.