

RNGQ Boutique DONATION Inventory Form

Page 1 of ____ pages

I wish to donate the items listed and I agree to the terms as outlined on the boutique guidelines document.

Intake - Member Signature (signed at time of drop-off)		Mobile
Member Print Name		Member (PRINT) Initials
Returned - Member Signature (signed at time of pick-up)		
Boutique Chair Initials (confirming receipt and return of goods)	Intake	Return

1. Each item given to the Boutique for DONATION, must be listed below on the inventory form.
2. Boutique Staff will price ALL DONATED ITEMS, so leave 'price' field blank.
3. Multiples of the same item should be individually tagged, but listed on 1 inventory line (see example).
4. Bring the completed Inventory form to the Boutique drop-off along with all tagged items.
5. Form & items will be reviewed w/Boutique Staff and upon agreement, will be signed off by member and Chair.

Stock Code	Donation	Item description	# items	Price/Item (Leave Blank, for guild use only)	Sales Tally (leave blank, for guild use only)
ABC-001	Donation	Wall Hanging	1		
ABC-002	Donation	Bowl Cozies	8		
ABC-003	Donation	1 SET of 8 coasters (sold as set)	1		
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
	Donation				
TOTAL					