

Instructions for Completing Your Inventory Form

All items submitted to Texere 2025 must be listed on the Inventory Form. This is a fillable form – download it to a computer, type your information into the boxes and then print the form.

Please complete the form as follows.

- Fill in your name.
- **Artist's ID** – this is the number used to identify all your sale items and track your sales. Each participant will be sent an Artist's ID at the end of August.

Fill in each row with one item to be entered in Texere 2025 as follows.

- **Item No.** – The first item is designated 1, the second is 2, the third is 3, etc. **The first three items listed will be hung in the show first.** Additional items will be hung in numerical order.
- **Item Description** - This is a description of the item you are submitting. For example, a blanket, hand towel, or basket. If you have two similar items, please add a colour or pattern description. For example, red sweater. You may enter 2 lines of description per item.
- **Price** – List the price you are charging for the item. (A 10% commission and the 2.5% Square fee will be deducted from this price.)

If you wish to submit more than 10 items, use an additional copy of the form and continue numbering items (11, 12, etc). Number your pages: Page 1, Page 2

The box at the bottom will be completed when your work is submitted. The **Date Sold** field will be completed at the sale.

Two copies of the Inventory Form must accompany your work when it is submitted.



Texere 2025 - Inventory Form

Artist's Name

Artist's ID

| Item No. | Item Description | Price | Date Sold |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please make two copies of your Inventory Form to accompany your work. You may also wish to keep a copy for your records.

Inventory checked by:

Texere Representative - Initials

Artist - Initials