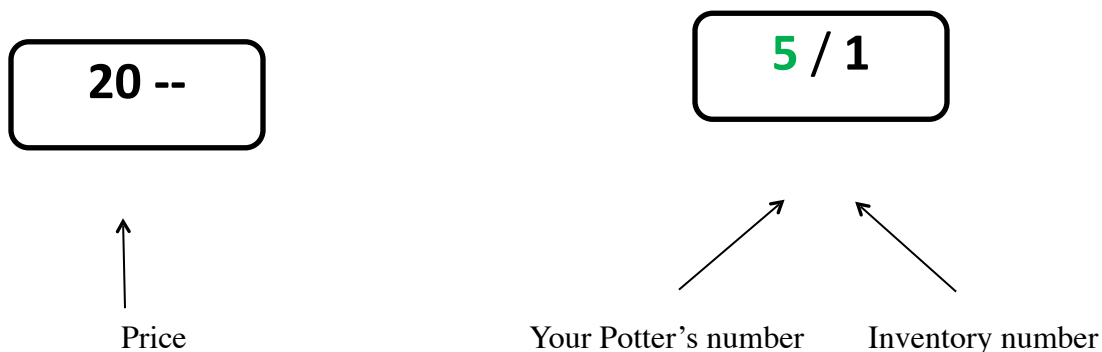


## Labeling and Pricing Pots, Checking In, Adding Inventory, and Checking Out

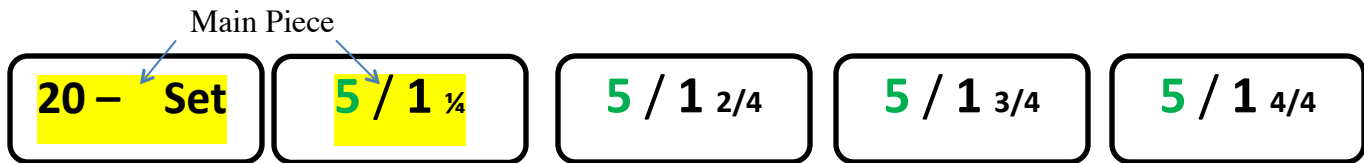
1. List your pots on the inventory sheets provided. Make 2 copies. Potter Copy and KPG Copy which you turn in to the conveners at cashier table.
2. Number each pot using numbers only. Similar pots can have the same number e.g. mugs.
3. Do not use ditto marks for prices.
4. Stickers:
  - a. Use small labels (Permanent variety is best – find at Dollar Store) and a very fine-tipped waterproof pen, black and green colour. Use 2 stickers per pot.
  - b. Use GREEN colour pen for potter's number.
  - c. Use Black colour for inventory number and price.
  - d. In writing the price, use a number and a line e.g. 20 –
  - e. Round off all prices to the nearest dollar.
    - The sticker with the price should be on the left because that is entered first on the cash register. It should have only the price in black colour as shown below.
    - The sticker on the right will have your potter's number on left in green colour and the inventory number on the right in black.
    - Place these stickers side by side as shown below. Please DO NOT put sticker on bottom of pots. We want to lower the customer handling of pots looking for prices. This also greatly assists at check in & check out and MOST important at the Cash during sale.



Sets:

Put the price on the main piece only and write SET under the price.

On your second sticker on the inventory side, mark them 1 of 4 (1/4), 2 of 4 (2/4), 3 of 4 (3/4), 4 of 4 (4/4)



5. When pricing sets please HIGHLIGHT the two main stickers of the set. This will help the cashier to notice that there is more than one piece.
6. Replenishing Stock: Use new inventory sheet, and continue numbering in sequence of your previous sheets. Be sure you have 2 copies. Checking in pots will be done by 2 other members. Be sure sheets are signed in case of discrepancy. Check in of new inventory will be between 9 and 10 AM Friday, Saturday, and Sunday. (See check-in and Check-out procedures).