

## **WSQ Boutique Consignment**

Dear Boutique Consignee,

We hope you will be very successful in selling your consignment items at this year's Boutique. In order for you to have a success and make our bookkeeping (your sales, the 25% WSQ commission, etc.) easier, you must follow the procedures listed below.

**The WSQ Boutique forms must be returned to the Boutique Committee by the September Members Meeting. Additional items will not be accepted after this date.** This will allow the committee time to create the spreadsheet for accurate tracking.

Bring your completed form to the September meeting or mail to:  
WSQ Spokane Chapter  
PO Box 7117  
Spokane WA 99207

### **On the form:**

#### **Contact information:**

Fill out your information completely. Even though we may have your information elsewhere, putting it on the form will be a great help. We may need to contact you during or after the show.

#### **Contact Consignment ID Number:**

Fill in your consignment ID number. This number is usually your 2 or 3 initials of your name plus the number you will be given when you sign up. For example, if Betty Quilter is the seventh person to sign up for the Boutique, then her number will be 7 BQ.

#### **Inventory Number:**

Each item you sell needs to have an inventory number. The inventory number is your consignment number + the item number. Betty Quilter is going to sell potholders, pin cushions, and door knob covers. Her inventory numbers are 7-BQ-1 for the pot holders, 7-BQ-2 for the pin cushions, and 7-BQ-3 for the door knob covers.

#### **# of Items:**

The quantity of each of each item listed.

#### **Price Each:**

The price of each item listed.

**Following this numbering system is very important for us to get accurate sales and payment information.**

#### **Reminders and Housekeeping:**

Put your inventory number and price on every tag. EVERY item needs a tag. THIS IS VERY IMPORTANT. Items without the correct information may result in payment tracking errors.

We would like you to put your tags on the items with safety pin so the tags can be removed if necessary.

If you are selling quilts, putting the size of the quilt on the tags can be helpful.

Drop offs and pick ups will be done in the Boutique at the Fairgrounds.

Drop off your items on the day before the show. (Thursday, 12:00 pm - 4:00 pm)

Pick up UNSOLD items on the last day of the show. (Sunday, 6:00 pm - 7:00 pm)

**We look forward to a Bountiful Boutique. Thank you for your time and participation.  
Please contact me if you have any questions.**