

Snowflake Boutique Inventory Sheet-2018

Welcome to the **new, 2018 version of the Inventory Sheet**. We hope you find it helpful when filling out your product inventory. **The old version form is also acceptable this year.**

Features:

- The new form is either printable as a blank form for completing by hand **or** for data entering your information directly on the form so you can save to your computer for future editing and printing. (**Note: Adobe Reader 9, does not allow you to save the form with the data. You will need to print each completed form before resetting.**)

Navigation Options for Data Entering:

- After completing the first field, use tab key to move to the next field.
- Hold shift key and press tab key to move back to the previous field.
- Or, click the mouse on the field you want to type in.
- Spell checker is turned on. Misspelled words will have a red line under them. Select the word with your mouse and right click to view spelling suggestions. Select the correct word and click the left mouse key to replace misspelled word.

SNOWFLAKE BOUTIQUE INVENTORY Page 1 of 2

NAME Consigner Name INITIALS AX ATTACH SAMPLE TAG

ADDRESS Address of consigner

BEST CONTACT PHONE NUMBER 541-555-5555

Tag #	Item Description	Total # of Items	Item Price	# Items Sold	Total \$ Sold	Notes
1 SW-1	Christmas Ornament - Santa	10	7.50			
1	Quilted Banner - Thanksgiving in Green	1	25.00			
2	Quilted Banner - Thanksgiving in Orange	1	25.00			
3245	Chocolate Box - 8 oz	30	15.00			

Completing the form:

- Each item needs an individual item number or tag number. You can enter each item individually or group like items with the same number and price by entering the quantity under number of items. See examples above.
- When pricing, the price should be either whole dollar amounts or with \$0.25 increments only.

Saving your document:

- After completing your first page, you will want to save it under a different name, i.e., page 1 could be, Inventory Pg 1 2018.pdf, and page two, Inventory Pg 2 2018.pdf, and so on. This will allow you to edit later.
- To save, select file** from the tool bar menu on your reader and **select Save As**. This opens a screen that allows you to name the file and select where you want to save it on your computer.
- After saving page 1, **select reset** at the bottom of the page to empty or blank out the form to begin page 2.