

# Equestrian Exchange - Hand Written Tags Inventory List

Consignor# \_\_\_\_\_

Name: \_\_\_\_\_

Phone # \_\_\_\_\_

(Office Use) Ck In	(Office Use) Ck Out	Item #	Description	Size	Color	Price	Discount Y/N	Donate Y/N
		1						
		2						
		3						
		4						
		5						
		6						
		7						
		8						
		9						
		10						
		11						
		12						
		13						
		14						
		15						
		16						
		17						
		18						
		19						
		20						
		21						
		22						
		23						
		24						
		25						
		26						
		27						
		28						
		29						
		30						
		31						
		32						
		33						
		34						
		35						
			<b>Tagging Instructions:</b>					
			Use manilla shipping tags or reinforced WHITE Cardstock w/ Zipties					
			Consignor # (First & Last Initial & last 4 digits of phone) top left corner					
			Inventory Number- directly behind consignor # (ie AB2354-7)					
			Size- top right corner					
			Price- Center of Tag					
			Description & Color- Across Bottom of Tag					
			If you DO NOT want your item discounted on the last day of the sale, mark the letters "ND" (No Discount) directly behind the price					
			If your item doesn't sell & you would like your item donated at the end of the sale, place a "X" in the bottom right corner					