

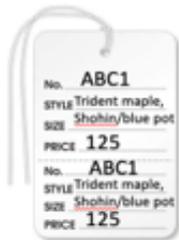
MAMMOTH SALE FORM

Instructions for filling out the Mammoth Fundraiser sale forms and sale tags

Thank you for participating in this fundraiser for the Bonsai Garden at Lake Merritt! After the sale, we use the sale forms and tags to determine your profit from consignment items, and/or your donation receipt, and where to send your money, so it is very important to write legibly. **Please include a self-addressed, stamped envelope with this form.**

Complete the sale forms: Please fill in the name and all contact information of the person to whom the check will be addressed. Please use only one name and address per form. To identify each of your individual sale items on the sales form, write in a three-letter code for your name (usually your initials), followed by a unique number (e.g., ABC1). Write a description of the item and your asking price. Then check column D to donate 100% of the sales proceeds or check column E to receive 75% of the sale price. Continue listing individual sales items using as many continuation pages as needed.

Complete the sale tags: For each sale item, fill out a two-part tag completed as shown below, that corresponds to the three initial code + number on the sale forms. Firmly attach this tag to the sale items. If the tag falls off, we cannot sell the item. Tags can be obtained from the BGLM, at the point of sale item drop off, or purchased at Amazon <https://www.amazon.com/Garment-Perforated-Tear-Off-Receipt-String/dp/B07N14CXKF>.



This tag is filled out correctly: Both the top and bottom contain identical information, which is identical to the information on the sale forms.

Bring items for the Sunday sale to the Lakeside Park Garden Center on Saturday, March 7, from 9:00 am - 4:00 pm (preferred date and time) or Sunday, March 8, between 8:00 am – 9:00 am. Sale officials reserve the right to refuse material deemed unhealthy from the sale.

If you wish to mark down your items during the sale, please cross out the old price on the tag top and bottom, write a new price on top and bottom, and initial the back of **both** the top and bottom of the tag.

If your items are not sold, or if you wish to remove items before the end of sale: If you remove your items at any time during the sale, **please let the cashiers know.** If you do not pick up your unsold items by 3:00 pm on the day of the sale, they will be considered donations to the BGLM.

Follow up: You will receive a paper check in the mail with the proceeds of your consignment sales in about 2-3 weeks after the sale. If you have any questions about the sale forms or tags, please contact Lisa Harper (lisaharper@me.com or 510-220-3339). If you have questions about the sale process, or any issues with your received check, please contact Suzanne Muller, 925-787-1349, queueinteriors@comcast.net

SCROLL DOWN FOR SALE FORMS

MAMMOTH SALE FORM

PLEASE PRINT NEATLY

Page _____ of _____

Name: _____ Date: _____

Phone # _____ Email: _____

Street address: _____

City: _____ State: _____ Zip code: _____

I have read instructions

I remove unsold items, I will notify the cashier.

I have attached a self-addressed, stamped envelope

PLEASE DO NOT WRITE IN GRAY AREA

A	B	C	D	E	F	G
Donor's initials - #	Description (Name, size, style, etc.)	Asking Price	Donation 100%	Consign-ment 25/75%	SOLD PRICE	Pay to Donor
TOTAL						

Page 1	
Page 2	
Page 3	
All page Total	

Total all pages	Due to BGLM	Pay to Donor

