

# MAMMOTH FUNDRAISER SALE FORMS

## 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 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 out the name and all contact information of the person to whom the check will be addressed and use only one name and address per form. To identify each of your individual sale items on the sale forms, write in a letter code for your name (initials), followed by a number (e.g. ABC-1). 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 as your commission. Continue listing individual sale items using as many continuation pages as needed.

**Complete the sale tags:** Each sale item must have a filled out two-part tag completed as shown below, that corresponds to the initial code + number on the sale forms (ABC-1). Firmly attach this tag to the sale item. 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 from Amazon <https://www.amazon.com/Garment-Perforated-Tear-Off-Receipt-String/dp/B07N14CXKF>.



**This tag is filled out correctly:** Both the top and bottom sections 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, January 23, from 9:00am-4:00pm (preferred date and time) or Sunday, January 24, between 8:00am – 9:00am. 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 segments of the tag.

**If your items are not sold, or if you wish to remove items before the end of the sale:** If you remove your items at any time during the sale, please inform the cashiers before removing sale items. **If you do not pick up your unsold items between 3:00pm – 3:30pm on the day of the sale, those items will be considered a donation to the BGLM.**

**Follow up:** You will receive a paper check in the mail with the commission of your consignment sales in about 2-3 weeks after the sale. If you have any questions about the sale forms, tags, process or issues regarding your check please contact Suzanne Muller at [queueinteriors@comcast.net](mailto:queueinteriors@comcast.net) or 925-787- 1349.

**SCOLL DOWN FOR SALE FORMS**

# MAMMOTH FUNDRAISER 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
Seller's initials - #	Description (Name, size, style, etc.)	Asking Price	Donation 100%	Consign- ment 25-90%	SOLD PRICE	Pay to Seller
<b>TOTAL</b>						

Page 1	
Page 2	
Page 3	
All page Total	

Total all pages	Due to BGLM	Pay to Seller

