

Here is an example of the inventory sheet I have been using for several years

I made the rows wide enough to provide space for the Sold Tags.

I print a page of **Avery Removable ID Labels 6467** (1/2 " x 1 3/4)" and then fill in inventory numbers and price by hand.

Your Name
Inv # _____ \$ _____

I am sending this as a PDF that can be completed by hand.

I am also sending a WORD version that allows you to type your inventory information directly into the document.

Instructions for Filling the Inventory Sheet in WORD

After downloading the WORD version of the Inventory Sheet, save and keep it as a "clean master".

Make another copy of the Inventory Sheet and save it with the date and title for that particular page (e.g., PHG Spring, 2015 p. 1)

Type your own information into the boxes provided.

The form was designed in font Arial 12. Keep this font size to maintain the format as designed.

If a box begins to expand as you type, abbreviate your text to bring the box back to the original size. If you type more than a single line in any box, the form will no longer fit onto one page.

Repeat for as many pages as needed.

Be sure to set printer for "landscape" orientation.

PHG Sale

Date of Sale _____

#	Item	Description	Price	Sold Tag

Name _____

Page _____ of _____