

INSTRUCTIONS

1. **Keep a copy of this form so you know which Item Names you have used. Do not duplicate the Item Name when requesting New Items to be entered in Inventory.**
2. Check one box: New Item, Price Change or Price Tag Request.
3. Item Name: The Item Name is the most important part of this entire process. It is one of the keys to finding records in the inventory system. There are very specific instructions below about how to determine this name.
 - a. **The preferred method for setting up Item Names is Artist's initials followed by a space, then the price of the item (without any description). This may work well for those with large inventories or those who want an even simpler system. For example: AAA 10, AAA 15, AAA 20, etc. depending upon the prices the artist. Do not enter cents. Using this method is very easy for the Inventory Committee and for the artist who may need to print more price tags later. These are easy to find and identify in the POS system and are unique Item Names because all of the initials are unique.**
 - b. The second option is to use the Artist's initials followed by a space, then the category within each medium with the price as the last part of the inventory number. For example: **Pottery**: AAA Bowl-25, AAA Bowl-50, AAA Cup-15, AAA Cup-18, etc. **Jewelry**: AAA Neck-180, AAA Brac-125, AAA Ear-55, AAA Ear-60, AAA Ear-65, etc. **Wall Art**: AAA F810M-50, AAA F1114NM-65, etc.
4. Department: See list below.
5. Short Item Description: Use this to help you put the price sticker on the correct item. Jewelers can use to describe setting, stone etc. Optional
6. Wall Size: size of wall art
7. Price: the price you want to sell the item for
8. # Price Tags to Print Now: 1 will be printed unless you enter another number here. Request only the number of stickers you need right now. Only 20 Master Name price tags will be printed at a time.

Some of the Departments

Mixed Media	Basket	Wire Sculpture	Cards
Ceramics	Watercolor	Giclees	Glass
Jewelry/Bracelet	Fiber	Jewelry/Pendant	Jewelry/Ring
Jewelry/Earrings	Jewelry/Necklace	Jewelry/Misc.	Printmaking
Painting	Jewelry/Necklace Set	Pastel	Photography
Polymer Clay	Paper Art	Prints	Scarves