

**Loveland Parks & Recreation
SKI & SPORTS SWAP – SELLER INVENTORY SHEET**

STAFF USE ONLY: Please attach all tags from sold items to back side of sheet.

Seller Name: _____ **Date:** _____ **Tag Example**

Street Address: _____ City: _____

State: _____ Zip: _____ Email Address: _____

Phone (H): _____ Phone (Cell/Other): _____

Doe, Jane	Item #1
Red Ski Jacket	
Women's – Size M	
	\$10 / \$5

NOTE: Checks for sold items will be made payable to the Seller listed above and mailed during or before the week of November 25, 2019.

Item #	Brand Name	Item Description	Size	Regular Price/Inventory Closeout Price*** (Closeout Price Optional)	To be donated? (mark w/ a √)	In (Staff Use Only)	Out (Staff Use Only)
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				/			
Subtotals for Items Sold (Staff Use Only):				/			

*** **Inventory Closeout Price (OPTIONAL):** From 12-2 pm on Saturday, 11/9, items may be purchased at a discounted price. If you would like your item to be sold at a discounted price during this time, mark the designated price in the column.

Total Sales of Seller	<input type="text"/>
Total Seller Check Amount	<input type="text"/>

Seller Signature at Item Pick-up: _____ Staff Initials at item pick-up: _____

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