

Instructions for Inventory Form and Labels:

1. Fill out form on your computer if at all possible. Fill out **all information** at top of the inventory grid page.
2. Each item needs its own line on your inventory sheet (multiples of a single item in the boutique need separate entries/lines/item numbers on the inventory form)
3. **Item # = your 3 initials plus 3-digit consecutive numbers: e.g. ABC001, then ABC002.**
4. Description/Size: give enough info that your piece can be identified if mislaid someplace. e.g.: 24"x 12" quilt; blues/greens, sea scene
5. 2D/3D: quilts/paintings are 2D; figurative art, are 3D.
6. THEN: "Save" the filled-out form to your computer. Do not save as a PDF file.
7. Email a copy of your completed form to me at lloydsa@miamioh.edu with your name and "inventory" in the subject line.
8. Print a copy of the form and bring when you drop off your artwork.
9. Don't forget to label your artwork clearly with your name, the title of the piece, and anything else you would like to include on the back of your item. Please also clearly label your wrappings with your name.