



**Handweavers Guild of Boulder  
2023 HGB Fiber Art Show & Sale Check-Out List**

Artist name \_\_\_\_\_ PIN # \_\_\_\_\_

**Stop 1**

Pick up:

- Report of unsold items
- Sale Check-Out List (this sheet)

**Stop 2**

- Artist writes name on each page of unsold items report
- Artist collects inventory from sales floor, including Showcase and Strickler items

**Stop 3**

**NOTE:** Skip this stop and go to Stop 4 if collected inventory agrees with report of unsold items.

- Conduct complete physical inventory of items with Check-Out worker  
Verified by \_\_\_\_\_ (Check-Out worker)
- Record inventory numbers of items not found:  
\_\_\_\_\_
- Record inventory numbers of items found, but not on report of unsold items:  
\_\_\_\_\_
- (OPTIONAL) I choose to skip the complete physical inventory and waive my right to claim reimbursement for any missing inventory items.

Artist's signature \_\_\_\_\_ Date \_\_\_\_\_

**Stop 4**

I confirm that I have all my inventory items with exceptions marked above. When I leave the Sale venue, the Sale Committee and HGB no longer have any responsibility beyond the items noted in Stop 3.

Artist's signature \_\_\_\_\_ Date \_\_\_\_\_

Check-Out worker collects the following after the disclaimer above is signed:

- Report of unsold items
- This Sale Check-Out List