



SKI SWAP INSTRUCTIONS FOR CHECKING IN ITEMS

****TAGS WILL BE ISSUED AT CHECK-IN****

1. Fill out a Merchandise Sheet:
 - a. CODE: Write 3 letters of last name and initial of first name
(Example: John Smith = SMI J)
 - b. NAME, ADDRESS, PHONE: Fill out completely
 - c. ITEM No: Itemize your swap items numerically---#1,2,3
 - d. DESCRIPTION: Provide a complete description of items to be sold: color, size, brand, ski length, boot size, etc.
 - e. PRICE: You set your own price.
2. Fill out one tag for each sale item using the same description as that on the swap sheet, and fasten it SECURELY to the item for sale.
3. Use a Sharpie to write Tag Code Numbers on each ski, binding, boot, etc., and make sure tags are securely attached.
4. Give your Sheet to a Swap Volunteer for signature.
5. 20% of the sales price will be retained by SVSEF.
6. SVSEF is not responsible for lost or stolen items.
7. Items not picked up on Sunday between 12:00 and 3:00 pm will be donated to local thrift stores.
8. Checks will be mailed within fourteen days after the sale ends.

SAMPLE ONLY-Tags will be issued at check in.	
SVSEF	ITEM NO: _____
	CODE NO: _____
ITEM:	_____
DESCRIPTION:	_____
	PRICE: _____

