

Textile Surface Design Guild (TSDG) Sales Committee

Policies and Procedures

1. **Original Work:** Our TSDG does not jury work for sales, however it is understood that all work should be personal work of original design created by the member and not a product of a kit or other commercial assemblage or appropriating the ideas and designs of others.
 - The Sales Committee reserves the right to exclude items that appear to violate this principle.
2. **Commission:** The TSDG deducts 20% commission on all work sold at guild sponsored events. Please remember to include this within your prices when pricing your items for sale.
3. **Payment:** Cheques for the full value of all sold merchandise (less the 20% commission) will be distributed by mail or in person approximately one week after each sale.
 - Accounting for sales is a big job. Please process this cheque as soon as possible to assist the TSDG Treasurer in efficient book keeping.
 - Compliance with following established procedures ensures our Treasurer has the information needed to ensure you get paid.
4. **Tags & Labelling:** Each item submitted for sale must be tagged and priced using stickers that are **removable**. These can be obtained free from the TSDG Sales Committee or you may purchase special Avery removable stock labels yourself.
 - Each removable sticker must be printed or handwritten by you with three (3) items of information:
 - 1) your TSDG Identification number followed by
 - 2) a unique to you product number and
 - 3) a price.
 - Stickers may be applied directly to your merchandise or affixed to merchandise sales tags. Members are encouraged to develop their own personal product tags. This is a great way to get your name out there and give your customers a means of direct contact to you again. If you do not have personal tags yet, the TSDG has generic guild tags available.
5. **Inventory Lists:** Every sale participant must prepare a list of goods they are submitting for sale. These inventory lists are used in the final tally of your sold items.
 - Each line on the inventory form corresponds to an item for sale. Line entries include your unique TSDG Identification number, a description of the item and your selling price.
 - Our new TSDG Inventory Form is available in either PDF file format or in Excel (spreadsheet) file format. You may use the TSDG Inventory form provided by the Sales committee or you may submit an inventory list in a similar format of your own.
 - A paper copy of the inventory list must be submitted to the Sales Coordinators when you drop the items off for sale. Please make an extra copy to keep for yourself to track unsold items picked up after the sale and reconcile it to the list of sold items included with your cheque. Notify the Treasure immediately if there are any discrepancies.
6. **Any submissions improperly tagged or lacking fully completed inventory forms will not be included.**
7. **Deadlines for inclusion in the sale must be met. There will be no exceptions for late submissions.**