

Portland Open Studios

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**2010
Events**

TOUR GUIDE TRACKING – for EVENTS (2 pages)

Today's Date: _____ Inventory Location: _____

Name of Person picking up Tour Guides from this inventory location: _____

CHECKING OUT Tour Guides (before the event)

Name of Event: _____ Location of Event: _____

Date/s of Event: _____

Who is responsible for the money at this event?: _____ Tele: _____

Who will return unsold Tour Guides to this inventory location?: _____

QUANTITY A (Number of Guides being taken to the event)	
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At the event: Use page 2 of this form to log people, sales & money at the event.
All Tour Guides must be retailed for \$15. Checks made payable to: Portland Open Studios.

TURNING IN unsold Tour Guides (after the event)

Person returning unsold Tour Guides & Log Sheet (page 2 of this form): _____

Person returning the money from sales: _____

Amount turned in: \$_____ To whom: _____

QUANTITY B (brought back)	
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Inventory Control numbers on unsold Guides (if appropriate): _____

QUANTITY C (sold)	
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Amount due (Qty C x \$15): \$_____

If the numbers are off for Guides or dollars, please explain:

