

NEW SALES PROCEDURES

March 1, 2010

GENERAL

- All sales – including cards – will include 8% sales tax.
- Use tax table or calculator to figure tax.
- All checks must be made out to “Artists Workshop.”
- Do NOT give any money or checks from sales to the artist – this includes card money.
- All sales must have a three part sales slip – this includes card sales.
- There is a new key-locked cash box with compartments for coins. At night we will remove all bills and put them in the combination-locked box. The key-locked box will be kept in the drawer under the refrigerator.
- Card sales will be handled just like painting sales – no more clip board record.

BEGINNING OF DAY PROCEDURE

- Take new cash box out of the drawer under the refrigerator.
- Open combination locked box, find key to new cash box.
- Take bills from the combination-locked box and place them in the new cash box.
- Put key back in combination-locked box.
- Record amount of money in new cash box.
- Leave new cash box in the back room during the day. If you are more comfortable leaving it locked, do so. But remember where the key is!

CHARGE SALES

- Fill out sales slip, including buyer’s name and address, title of work sold, the artist’s name, date of sale and seller’s name. Add 8% sales tax.
- When processing the charge, enter the total amount of the sale, including tax.
- Give the white copy of the sales slip to the buyer, along with the charge card receipt.
- Leave the yellow and pink copies of the sales receipt in the receipt book.
- Put the signed copy of the charge slip in the old key-locked lock box.

CHECK SALES

- Fill out the sales slip, including buyer's name and address, title of work sold, the artist's name, date of sale and seller's name. Add 8% sales tax.
- Check for total amount of sale, including tax, must be made out to "Artists Workshop."
- Give white copy of the sales slip to the buyer.
- Leave the yellow and pink copies of the sales slip in the receipt book.
- Put the check in the old key-locked lock box.

CASH SALES

- Fill out the sales slip, including buyer's name and address (may be omitted for card sales), title of work sold, the artist's name, date of sale and seller's name. Add 8% sales tax.
- Put cash in the new cash box, taking change out as necessary.
- Give white copy of sales slip to buyer.
- Leave the yellow and pink copies of the sales slip in the receipt book.

END-OF-DAY PROCEDURE

- Record amount of money in new cash box.
- Remove all bills from the new cash box and put them in the combination-locked box.
- Lock the new cash box and put the key back in the combination-locked box.
- Put the new cash box – which now contains only coins – in the drawer under the refrigerator.

If there are any very large cash sales, put the cash from those sales in the old key-locked lock box rather than leaving it in the new cash box. The new cash box should have approximately \$100 in bills and the rest in coins. The exact amount will vary from day to day. If you see we are running low on small bills or coins, please make a trip to the bank.