



BONSAI SOCIETY *of the Central Coast* Inc.

Monthly Meeting Sales Table

Each month a sales table is available for members to sell items in return for a 10% commission of the value of each item sold.

It is the Sellers responsibility to ensure the following process is strictly adopted.

Sales Table Rules:

Prior to placing items on the Sales Table, the Seller must:

1. Clearly label each item with:
 - Seller's name;
 - Price; and
 - Unique identifying code. (Eg Denise 01 \$15, Denise 12 \$30 etc)

2. Enter the following details on the Sales Record sheet (One item per line):
 - Sellers name
 - Price
 - Unique identifying code; and
 - Description

When an item is sold

3. The buyer pays the seller.

4. Seller records the sales details onto the sheet.

5. Seller pays 10% commission to the Treasurer on the night of the meeting.

6. Treasurer will note on the Sales Record that the Commission has been paid.

Monthly Meeting Sales Table Record

Meeting Date:.....

Sales items are to be labelled with corresponding sales code and price

Seller Name	Item Description	Code	Buyer Name	Sale Price	10% Commission	Commission Paid