

**✂ Indian Mounds Rock & Mineral Club  
Marketplace Sale**

**Sellers Tally Sheet (85% Seller, 15% Club)**

| Item                          | Selling Price | Item                          | Selling Price |
|-------------------------------|---------------|-------------------------------|---------------|
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
|                               | \$            |                               | \$            |
| TOTAL THIS COLUMN             | \$            | TOTAL THIS COLUMN             | \$            |
| <b>TOTAL SALES THIS EVENT</b> | \$            | <b>X 15% (.15) for Club =</b> | <b>\$</b>     |

**✂ Remittance Slip for Club Treasurer**

**Seller Name** \_\_\_\_\_

|                               |    |                               |    |
|-------------------------------|----|-------------------------------|----|
| <i>Total sales this event</i> | \$ | <i>X 15% (.15) for Club =</i> | \$ |
|-------------------------------|----|-------------------------------|----|

**Amount remitted to IMRMC Club**

**Treasurer**

**Seller Signature**

**Date**

\$ \_\_\_\_\_

A. Simplest format will be for the SELLER to

1. fill out the specimen tags ("**Marketplace Sale slip for buyer only**") for each item - 6 per page - then cut apart for the sale.
2. write down the item (or his item number, whatever) and selling price on the **Sellers Tally Sheet**, which has 30 spaces.
3. He/she totals at end of evening, enters in Total sales box, multiplies by 15% for his records.
4. Seller re-enters the total sales and 15% in the shaded Remittance Slip section, and signs bottom
5. Seller slices off bottom of Sellers Tally sheet and takes to Club Treasure with his 15% remittance
6. Club treasurer can keep the Remittance Slips as a paper trail. Seller still has his master tally sheet for his records.

B. If Seller would prefer a 2-part slip for each specimen, use the **Marketplace Sales Slip 2 part form**.

- top part has description & sale receipt on top for buyer like we use in Silent Auction,
- with bottom half is a slightly more detailed Seller Record for each specimen.
- Seller slices each item slip after each sale for his record
- Seller can still use Sellers Tally Sheet for individual entries, or just use the bottom section of that for final remittance, so all the slips given to the Club Treasurer are the same.