

After the Sale Ends

- **Count the returns of each item and fill out the inventory sheets. All reorders (call in and faxes) should be included on these pages.**
 - **Be sure inventory sheets are filled out completely**
 - **A total amount of all items sold must be listed**
 - **If you do not inventory your returns, our Kids Holiday Shoppe Elves will count your returns and these are the figures we will use to bill your school.**

- **Do not use the Box Contents Sheets for closing inventory. All unsold Shoppe items may be returned. Any damaged items are to be considered returns. Please put them in a separate box marked 'damaged'.**

- **Call our Holiday Shoppe Hotline @ 610-259-5300 and we will arrange for the unsold merchandise to be picked up.**
 - **Consolidate the unsold merchandise**
 - **Be sure each box is packed securely**
 - **Tape boxes on all sides for safe transit**
 - **Let us know how many boxes you will be returning when you call**
 - **Place inventory sheets in one of the boxes and secure the inventory label to the box**

- **At the end of your sale, please take a moment to jot down any suggestions you feel we could implement next year.**

Congratulations, you have just conducted a successful Holiday Shoppe

Note: Enclosed is a form for you to reserve your Holiday Shoppe for next year. If your Holiday Shoppe was a pleasant experience for you and your helpers, please sign and return the form with your inventory sheets and your school will receive an early signing bonus.