



Dorset Guild of Weavers, Spinners and Dyers


Registered Charity Number 1200685

Sales

At monthly meetings

Seller

This is a copy of the form to use for the Sales Table.
They are available from the Sales Table and from the website.

|  | Dorset Guild of Weavers, Spinners and Dyers Registered Charity number 1200685 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <div style="border: 1px solid black; padding: 5px; display: inline-block;">10% Commission Sale</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name _____ Date _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tel No _____ email _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item no</th> <th style="width: 10%;">Quantity</th> <th style="width: 60%;">Brief description of each item</th> <th style="width: 20%;">Sale price</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | | | | Item no | Quantity | Brief description of each item | Sale price | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Item no | Quantity | Brief description of each item | Sale price | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Signed _____ | | <i>All unsold items must be collected at the end of the meeting unless prior arrangements have been made. Any items not collected will be considered to be a donation and may be disposed of at a later date.</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Items sold

On each item costing up to and including £100, the seller receives 90% of the cost. The Guild takes the remaining 10% as commission
For any item costing over £100 the seller receives the full amount less £10; the £10 goes to the Guild as commission

Sellers' 90%

If this is a cash payment then the seller will receive their 90% at the end of the morning

If the purchaser pays by BACs the seller will receive their proportion, 90%, as soon as possible by BACs;
the treasurer will need the bank details of the seller: account name, account number and sort code to transfer the amount

Purchaser

Please pay for items less than £100 by cash

For items costing over £100, if you wish, you may pay by BACs, either the full amount or the full amount minus £10, giving the £10 commission to the sales table the treasurer will give the Guild bank details to the purchaser

At Shows or Events

Seller who is not present at a show when their item is sold

The amounts for the seller will be calculated in exactly the same way as at a monthly meeting.

Items sold On each item costing up to and including £100, the seller receives 90% of the cost
For any item costing over £100 the seller receives the full amount less £10

At shows and events the Guild, as well as accepting cash, now has a Sum-Up card reader.

The reason for purchasing a card reader is that so many people pay by card rather than cash. In the past without a card reader the Guild has lost some sales.

This now ensures that the Guild can cater for any type of payment.

Even though Sum-Up takes a commission of 1.69% for the service they provide, the seller will not lose out: the Guild will carry that cost and its percentage will be reduced by 1.69% to 8.31%.

Sellers' 90% If this is a cash payment then the seller will receive their 90% after the show

If the purchaser pays using the card reader the seller will receive their proportion when Sum-Up transfers the money to the Guild account, which usually takes 3 working days;
the treasurer will need the bank details of the seller: account name, account number and sort code to transfer the amount

Seller who is present at a show when their item is sold

In this situation the Guild **DOES NOT** take any commission

If the sale is a cash transaction then the seller will have the full 100% of the selling price

If the purchaser wishes to pay by card using the card reader then the seller will receive the full price minus the 1.69% fee from Sum-Up. This is a small reduction of just 17p for each £10

In this situation the treasurer will need to have the bank details of the seller: account name, account number and sort code

Hopefully this should clarify the sales procedure at meetings and shows or events for both the seller and purchaser.

If you need further clarification please speak to the treasurer.