

Tag Procedures, Uncommon Threads 2015

You may choose Excel or PDF format. Computer entries can be made in the Excel format before printing onto card stock. You may also print the PDF file for handwritten entries on tags if you prefer. Please print clearly if you decide on handwritten.

There are three sizes of tags:

- Large tags with fiber content (on front) and care info (on back). Large tags must be used for all clothing items and housewares, such as rugs, linens, etc. Important note: When indicating care info on the tag back, do not write below the dotted line shown on the front of the tag as this part gets cut off at the cashier desk when the item is sold.
- Medium tags with no fiber content or care information.
- Small tags are for jewelry and very small items.

Special Note - The tags have changed from previous years:

- A "Price" entry was added to the top portion of the tags as a courtesy to the customers.
- The tags in the excel format have protected cells to make it easier to enter data. In some cases this may not be beneficial to certain vendors, in particular on the large tags showing fiber content and care instructions. If you need to change something that is protected in the excel format, perform an internet search for "excel unprotect sheet" for your version of excel.

Artist: Enter your name in the space to the right of the word "Artist."

Price: If using the Excel spreadsheet, enter price of item using whole dollars only, no cents. The price will automatically duplicate in the shaded box at the bottom of the tag. If using the PDF version, the price will have to be manually entered in both price boxes. On the Jewelry Tag, the price only has to be entered in the shaded price box.

Sales Code:

The "Sales Code" consist of the "Artist Code" and the "Tag #" with a dash separating the two.

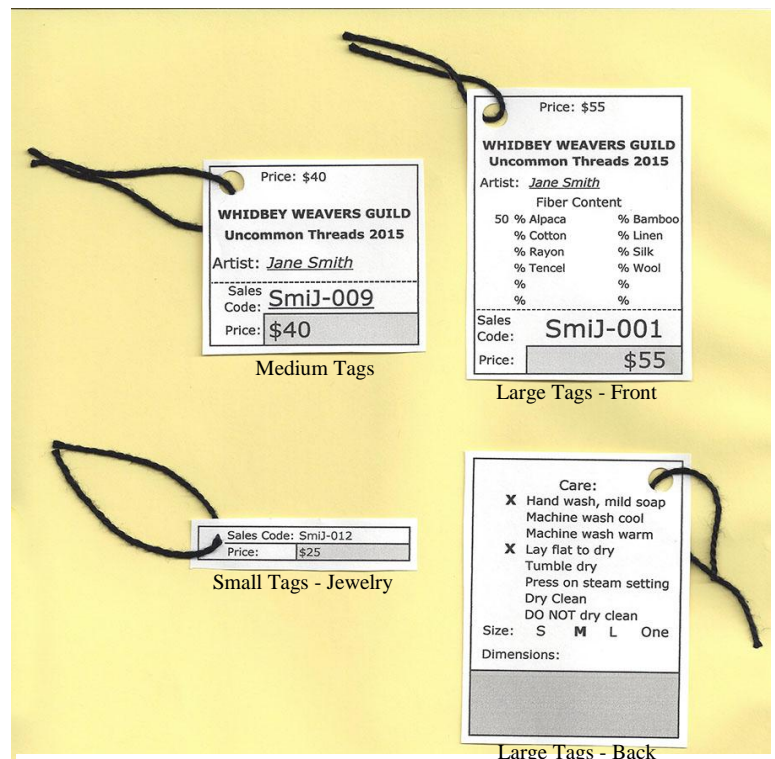
- The "Artist Code" is the upper case first letter of your last name, lower case the next two letters of your last name, and upper case first letter of your first name.
Example: Jane Smith becomes SmiJ.
- Enter a "-"(dash) before adding the "Tag #".
- The "Tag #" is a 3-digit number, starting at #001 and running sequentially through your entire inventory. **Do Not** start over again at #001 for each "Item Code" group.

Fiber Content: Enter the appropriate data per item on front of large tags.

Care Info: On back of large tag, mark how to care for your item. Enter size or dimension.

Attach tag: Punch a hole in the black dot located at the upper left corner of the tag and, with strong thread, attach the tag securely to your item.

Examples of the "Sales Code" and other entries are shown in Picture 1.



Picture 1