TREE INVENTORY REPORT – SUMMARY OF ITEMS

GIFT CERTIFICATES / TICKETS / SERVICES	FAIR MARKET VALUE
SUBTOTAL	

I hereby verify that to the best of my knowledge, the above listed inventory provides a true and accurate report of the durable goods and services and their values associated with the identified tree that I have designed/decorated for the 2008 Festival of Trees.

_____ _____

Designer Signature Date

(Office Use Only)

_____ PRESOLD _____ GREEN DECORATIONS SUBTOTAL: $ _____

_____ 7' _____ FLOCKED GIFTS SUBTOTAL: $ _____

_____ 4' CERTIFICATES SUBTOTAL: $ _____

TREE VALUE: $ _____

Verified by: _____

Date: _____ TOTAL: $ _____

FESTIVAL OF TREES
Mary Bridge Children's Hospital & Health Center

In Partnership with
TACOMA ORTHOPEDIC ASSOCIATION

TREE INVENTORY REPORT

List of items that go to the tree buyer

Name: _____

Address: _____

Telephone: _____

Tree Title: _____

(Office Use Only)

Tree #: _____

Recv'd By: _____

Date: _____

Directions:

In order to comply with Federal and State Tax Codes, it is essential that items associated with each tree be included in a Tree Inventory Report. Complete the following summary for the separate categories of Decorations, Gifts and Certificates, Tickets, Services. These separate categories are needed in order for us to meet Tax Code requirements.

All items that go to the tree buyer must be recorded on this report (i.e., decorations, lights, gifts, props, floor coverings, etc.) with **FAIR MARKET VALUE** stated. Supplemental pages are available upon request.

This Tree Inventory Report is due to the Festival Tree Accounting Chair on Designer Day.

This is **not** a Tree Designer's Accounting Report. **Do not** submit any receipts with this Tree Inventory Report.

Note:

This information will be utilized during the auction process to encourage bidding increase. Your **accuracy** in reporting values of items is essential to this process.

Suggestion:

This form may be used throughout the year to record information regarding the items purchased or donated for your tree.

TREE INVENTORY REPORT – SUMMARY OF ITEMS

DECORATIONS	FAIR MARKET VALUE
SUBTOTAL	

TREE INVENTORY REPORT – SUMMARY OF ITEMS

GIFTS, ETC.	FAIR MARKET VALUE
SUBTOTAL	