

## INSTRUCTIONS FOR COMPLETING SHA TACK SALE CONSIGNMENT FORM

1. Fill in the top portion of the SHA Tack Swap Consignment Form with the following information:
  - Date of Consignment
  - Consignor's fax number (if available)
  - Consignor's telephone number
  - Consignor's name (first and last)
  - Consignor's street address
  - Consignor's city, state, and zip
2. Make as many copies of the Form as needed.
3. List each item being consigned for sale. One item or unit per line.
  - Example: If three halters are being consigned with a sale price of \$5.00 each, one halter is to be listed on line 1, one halter is to be listed on line 2, and one halter is to be listed on line 3.
  - Example: If three halters are being consigned as a unit with a sale price of \$12.50 for all three, the three halters are to be listed on line 1. If listed as a unit, these halters will **NOT** be sold individually.

In the DESCRIPTION column, provide a description of the item/unit. Be as descriptive as possible, giving as much detail as space allows. (i.e., brand, color, size, distinguishing marks, etc.)

4. A maximum of 20 items/units is allowed per page. A consignment charge of \$3.00 per page is payable at the time of consignment.
5. After filling in all pages, count the number of pages and complete the block at the top of each page identifying how many total pages and the page number assigned to each. (i.e., Page #: 2 Of: 5)
6. You may:
  - Bring the completed pages and your merchandise to the SHA Clubhouse the day before the sale (Saturday, March 6, 2010), between the hours of 10:00 AM and 4:00 PM.
  - If you are traveling from out of town (50 miles or more), you may bring your merchandise on the morning of the sale (Sunday, March 7, 2010). Sunday consignment will begin at 8:30 AM and end promptly at 10:00 AM. **The number of Sunday consignments will be limited and prior arrangements *must* be made. Call (916) 424-8105 to make arrangements for Sunday consignments. *No Sunday consignments without an appointment.***

or

- Fax or mail all completed pages to Norma Kohlbaker prior to March 1, 2010 at (916) 424 8105 or 27 Milwaukee Court, Sacramento, CA 95823, and we will pre-write the tags that will be attached to the merchandise. Then bring your merchandise to the SHA Clubhouse during the hours noted above.

*Sacramento Horsemen's Association  
Tack Sale Consignment Form*

Date:		Page # :	
		Of (Example - Page 2 of 5)	
Telephone #		Fax #	
Name:			
Address			
City		State	Zip
ITEM	DESCRIPTION	AMOUNT	
1.			
2.			
3.			
4.			
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