

Virtual Quilt Show Sales Checklist

- Calculate the Sales Price that will be listed with your item. The Sales Price includes the amount you desire to receive plus the 15% PVQA commission fee.

Sales Price = Your desired Proceeds divided by 0.85

- Completely fill out the online entry form and select 'Yes' for the 'Is this item for sale?' field.
- Enter the Sales Price calculated above in the Sales Price field.
- Entry photos must meet Photo Standards provided in Item #2 of the PVQA Virtual Quilt Show Guidelines. PVQA reserves the right to refuse items that do not meet these criteria.
- Submit your photo(s) using one of the three photo submission options listed in #3 of the PVQA Virtual Quilt Show Guidelines.
- Submit your online entry form(s) for all items entered by **January 8, 2021**.
- When notified by the Quilt Show Sales Coordinator that you have a potential buyer, contact the buyer and work out details of the purchase (price, payment method, delivery method, shipping costs, etc.)
- If you are required to do so, collect the appropriate Sales Tax from the buyer and remit the tax to the appropriate authority.
- Notify the Quilt Show Sales Coordinator that item has been sold.
- Mail a check for the PVQA 15% Commission along with the Sales Form provided by the Quilt Show Sales Coordinator to the address provided on the Sales Form by **March 30, 2021**.