



Fall Plant Sale

SEPTEMBER 14-16, 2023



Vendor, Company or Organization: _____

Name: _____

Daily Sales	Record Sales NOT including Sales Tax In this column	formula to calculate 6% Sales Tax = <i>Sales x .060</i>	OR Record Sales including Sales Tax in this column
Thursday, September 14, 2023	A \$ _____	\$ _____	\$ _____
Friday, September 15, 2023	B \$ _____	\$ _____	\$ _____
Saturday, September 16, 2023	C \$ _____	\$ _____	\$ _____
			\$ _____ <i>Sales with Sales Tax Sub-Total</i>
			divided by 1.060 =
Sales Total without sales tax:	D \$ _____	\$ _____	\$ _____

Should Match

Commission to LGBG (15% of Sales without Sales Tax):

Sales x 0.15

E \$ _____ *Multiply Sales Total "D" by 0.15*

Additional Fee Payments to LGBG:

F \$ _____ **for:** _____
(Table Rental, Upaid Area Rental, etc.)

Total Payable to "LGBG":

G \$ _____ *G = Sum of "E" + "F"*

Thanks for Participating in the Volunteer Plant Sale!

All Proceeds go to Support Lewis Ginter Botanical Garden, a non-profit organization serving Richmond since 1984.

For LGBG Accounting Use:	Paid:
Date:	_____
Amount:	_____
Cash:	Y / N
Check #:	_____
Processed by:	_____