



# SPRING PLANT SALE

MAY 1-3, 2025



Vendor, Company or Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Daily Sales	Record Sales NOT including Sales Tax In this column	formula to calculate 6% Sales Tax =  Sales x .060	OR Record Sales including Sales Tax in this column
Thursday, May 1, 2025	A \$ _____	\$ _____	\$ _____
Friday, May 2, 2025	B \$ _____	\$ _____	\$ _____
Saturday, May 3, 2025	C \$ _____	\$ _____	\$ _____
			\$ _____ Sales with Sales Tax Sub-Total
			divided by 1.060 =
<b>Sales Total without sales tax:</b>	<b>D \$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

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"

For LGBG Accounting Use:

**Paid:**

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Cash: Y / N

Check #: \_\_\_\_\_

Processed by: \_\_\_\_\_

*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.