






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Write On Calligraphers
P.O. Box 277
Edmonds, WA 98020-0277
Non-profit Corporation # 2-319283-4

May 1st & 2nd
2020

Scribes Table

Write On Calligraphers is hosting its annual Letters of Joy at Shoreline Community College in Shoreline, Washington. Among the many events and opportunities, we will again feature the Scribes' Table where you can sell your calligraphy related arts, crafts, and tools. The following is a list of considerations if you wish to participate in this year's Scribes' Table.

-  **Inventory:** You will be required to submit the sheet detailing the inventory you will be leaving at the Scribes' Table. Check-in times to leave your goods will be FRIDAY from 3-6:45pm and 9-10pm; SATURDAY from 7:30-8:45am. Because this is a calligraphic event, we ask that all items for sale relate to lettering, handmade books, cards, paper crafting and the like. Only WOC members and LOJ teachers may submit merchandise to be sold at the Scribes' Table. At the close of LOJ (5:30pm,) please collect your inventory. We will not be responsible for any items left after 6pm.
-  **Pricing:** LOJ will collect a 10% commission on all sales. Please adjust your pricing to include the commission and any sales tax you plan to collect. Round your prices to the nearest dollar. Clearly mark your code and price on all items so you will be correctly reimbursed for sales. You will be mailed a check in the weeks following LOJ. Your pricing code is your initials and the last two digits of your phone number. For example, Kay Lewis would be "KML64."
Be sure to include your pricing code on your inventory sheet so you receive proper payment.
-  **Hours:** Sales hours are Friday, 5:30-10pm, and Saturday, 8:00am to 5:30pm. Please pick up your unsold creations by 6:00pm as the Scribes' Table will be unattended thereafter. We cannot be responsible for any lost or stolen merchandise.

As a teacher/presenter, placing a piece in the Faculty Exhibit advertises and helps create interest in what you have for sale. We look forward to your participation, and perhaps to make those one of a kind purchases your own. Space is limited, so please contact Kay Lewis if you need more information. Otherwise, see you at Letters of Joy.

Kay M. Lewis
20408 NE 133rd Street
Woodinville, WA 98072
E-mail: xiahrh@earthlink.net **(please put LOJ in the subject line)**
Phone (425) 883-9864