



Member - Drop Off by Mail

- All Mail Drop-offs must have an appointment booked with our Inventory Coordinator
- Appointments can be booked via telephone at 604 669 8021 or by email [Inventory Circle Craft](#)
- A call back to discuss the details of your Mail Drop off with our Inventory Coordinator will occur within 48 hours of your appointment request.
- This call will review sales, stock on hand, fast and slow sellers, and opportunities for replenishment. Reports that the Inventory Coordinator will have can be shared with the Member at their appointment.
- Prior to sending out your product by Mail, the Member Inventory Drop Off Form must be filled out in its entirety. Only this report will be accepted for all drop-offs. (See attached document)
- The Inventory Coordinator will review the product when it is received against the Member Drop Off document for quantity accuracy and quality control.
- Once the Mail drop-off check-in is complete, the inventory coordinator will enter the SKUs into the system. Price tags will be created and the product will be placed on the sales floor ready to be sold.



Member - In Person Withdrawal

- All In-Person Withdrawals must have an appointment booked with our Inventory Coordinator
- Appointments can be booked via telephone at 604 669 8021 or by email [Inventory Circle Craft](#)
- The exact date and time for the appointment will be confirmed back with you by a staff member within 48 hours.
- The Inventory Coordinator will be in touch prior to your appointment to discuss the details of your withdrawal.
- This call will review the specifics of your withdrawal request looking at sales, fast and slow sellers.
- Reports that the inventory coordinator will have can be shared with the Member at their appointment
- Prior to coming in for your appointment, the [Member Inventory Withdrawal Form](#) must be filled out in its entirety. Only this report will be accepted for all withdrawals. (See attached document)
- The Inventory Coordinator will then pull the product and check it against the Member Withdrawal document for quantity accuracy.
- Both parties will sign and date the Member Withdrawal document.
- Once the withdrawal is complete, the inventory coordinator will remove the SKUs from the system.



Member - Withdrawal by Mail

- All Mail Withdrawals must have an appointment booked with our Inventory Coordinator
- Appointments can be booked via telephone at 604 669 8021 or by email [Inventory Circle Craft](#)
- The exact date and time for the appointment will be confirmed back with you by a staff member. A minimum period of 48 hours will be required for an appointment
- The inventory coordinator will be in touch prior to your appointment to discuss the details of your drop-off.
- This call will review the specifics of your withdrawal request looking at sales, fast and slow sellers.
- The [Member Inventory Withdrawal Form](#) must be filled out in its entirety by the Inventory Coordinator. Only this report will be accepted for all withdrawals. (See attached document)
- The Inventory Coordinator will review the product and the Member Drop Off document for quantity accuracy and quality control.
- Once the Withdrawal is complete, the Inventory Coordinator will remove the SKUs from the system.



Member Inventory Drop Off Form

- This form must be filled out by Members prior to dropping off the product in-store
- Please ensure that you have an appointment booked before a drop off can occur
- The item codes must follow the Circle Craft format (month-item # -year)

Member CODE: _____

Date: _____

Member/Artist Signature: _____

Circle Craft Staff Signature: _____



Member Inventory Withdrawal Form

- This form must be filled out by Members prior to withdrawing the product from the store
- Please ensure that you have an appointment booked before your withdrawal can occur
- The item codes must follow the Circle Craft format (month-item # -year)

Member CODE: _____

Date: _____

Member/Artist Signature: _____

Circle Craft Staff Signature: _____