SAMPLE DOCUMENT ON YOUR COMPANY LETTERHEAD

INVENTORY CONTROL SHEET

Name & Address of Sender Date

Name of Event (Bold & Underlined) **Don't just put the Hotel name!**
Hotel or Venue name and address
Contact Name & Number

List of display goods: Quantity $ Value
(Please provide reference numbers (serial) & Country of Origin if possible)
List of Other than display goods: Quantity $ Value
Eg. Printed materials, t-shirts, mugs, hats, etc.

- If you have goods that you intend to give-away to Canadians, provide a separate line on this document that shows what goods you intend to give-away with country of origin and value.

- Values for give-aways can be at cost, only items being sold at the event must be at selling price. Customs may require a formal accounting package if taxes are high. Consider only bringing in samples to avoid: entry and taxes and marking regulations.

Important to have this statement in the document

Statement: The following goods are for event use only and will not be sold or disposed of in Canada but will be exported from Canada at the end of the event. **Optional sentence.** Any give-aways will be distributed to non-residents of Canada and returned to the United States as hand carry baggage.

Note: If goods are being given away to Canadian residents, adjust your statement to read**: The following items will not be sold but given-away to attendees at the event only.**