EXAMPLE

PHILATELIC SOCIETY OF CANBERRA – SALE BY TENDER – VENDOR SHEET

VENDOR NAME: Ms. Stephanie Smith SALE DATE: 26 June 2089

Vendor	Item Description	Reserve	Buyer	Price
Reference		Price		Realised
Smith 01	Empty 64-page stock book	\$30	D	\$35
Smith 02	Europe mix off paper	\$15	A	\$15
Smith 03	1988 yearbook	\$10	G	\$20