

WORKING MUSICIANS ALLIANCE

Merchandise Settlement Worksheet

EVENT INFORMATION

Artist / Band Name:

Venue / Event Name:

Event Date:

City / State:

Merchandise Manager / Seller:

Venue Representative:

MERCHANDISE TERMS

Merchandise Percentage Agreement:

Merchandise Buyout Agreement:

Yes

No

Buyout Amount:

\$ _____

Credit Card Processing Fees Deducted?

Yes

No

Staffing Fees Deducted?

Yes

No

Additional Venue Fees:

INVENTORY TRACKING

Item Description	Starting Quantity	Ending Quantity	Units Sold	Price Per Item	Gross Sales
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____

SALES BREAKDOWN

Total Cash Sales:

\$ _____

Total Digital / Card Sales:

\$ _____

Total Merchandise Sales:

\$ _____

VENUE PERCENTAGE CALCULATION

Venue Merchandise Percentage:

Venue Merchandise Cut:

\$ _____

Merchandise Buyout Applied Instead?

Yes

No

Merchandise Buyout Amount:

\$ _____

PROCESSING FEES & EXPENSES

Credit Card Processing Fees:

\$ _____

Merchandise Staffing Fees:

\$ _____

Taxes:

\$ _____

Additional Expenses:

\$ _____

Additional Expense Notes:

FINAL MERCHANDISE SETTLEMENT

Total Gross Merchandise Sales:

\$ _____

Minus Venue Percentage / Buyout:

\$ _____

Minus Processing Fees:

\$ _____

Minus Staffing Fees:

\$ _____

Minus Taxes & Additional Expenses:

\$ _____

FINAL NET MERCHANDISE INCOME:

\$ _____

INVENTORY NOTES

Damaged Inventory:

Missing Inventory:

Returned Inventory:

Additional Inventory Notes:

IMPORTANT QUESTIONS TO REVIEW

- Was the merch percentage clearly agreed upon beforehand?
- Was the percentage based on gross sales?
- Were additional fees explained clearly?
- Was inventory counted accurately before and after the show?
- Were cash and digital sales tracked separately?
- Was the merch settlement completed transparently?
- Were all deductions explained clearly?
- Were taxes and processing fees documented?

PERSONAL NOTES

FINAL REVIEW

Merchandise revenue often plays a major role in helping independent artists sustain touring operations.

The purpose of this worksheet is to help artists organize merchandise settlement information clearly, track inventory accurately, understand how venue percentages affect profitability, and maintain better operational awareness throughout live performances and touring activities.