

Preparation Guidelines

The Sales Event will be set-up similar to a retail store. Presentation is a **MUST!** Prepare your items so that they are appealing to buyers. Think: "Would I buy this for my children?"

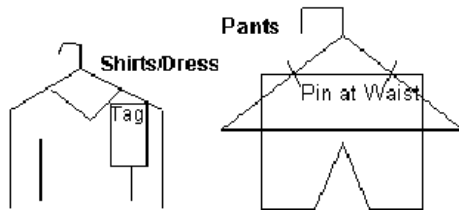
Price your items **TO SELL**. Use the philosophy "everything must go". Price it fair enough that it has a good possibility of being sold in the first two days! Elect to make the item half price (50% off) on Sunday if you really want the item to go....**every item sold is more money in your pocket!**

Step One: Prepare your items

- Please be sure that all clothing and other items are for Fall/Winter season only. Save your Spring and Summer items for our Spring sale (March 2011).
- Wash clothing and bedding.
- Wipe down all toys, furniture, sporting goods, etc. The better it looks the more likely it will sell.
- Inspect all items for tears, holes, missing buttons, stains, obvious wash wear, missing parts, etc. Please remove those items from your inventory.

Step Two: Hang your items

- All clothing must be hung on hangers. If a piece of clothing fits snugly on the hanger you do not need to safety pin. If your clothing is likely to fall off the hanger you should pin it using safety pins. Straight pins are not acceptable.
- You need to use wire adult hangers to hang your clothes.
- All clothing must be hung so that when the clothes on the hanger are facing you the top of the hanger forms a question mark (?).



- Please use safety pins to hang pants as pants can easily become detached from pants hangers.

Step Three: On-line item entry

- Each item that you consign will be entered into your own on-line inventory. This will allow you to enter items all at once or over a few a days, whatever you choose.
- To begin entering your items: Log in, select Work with Consigned Inventory, and start entering your items. You are now ready to enter your items.
- Go to "categories", scroll down and choose the category your item fits in. For "size" you will also scroll down and choose the size of the item.
- Under line one of the description you will put the brand name of the item, for example, Gymboree. Under line two you will put the actual description of the item, for example, "yellow dress".
- Next you will fill in the item price. **Please keep in mind what you would pay for the item when pricing it. The biggest mistake that consignors make is pricing their items too high. YOU MAY PRICE YOUR ITEMS IN 50 CENT INCREMENTS.** All clothing must be at least \$2.00 per item – you may combine two or more items to total \$2.00 in one hanger. There is a quantity box if you have more than one of the same item you will indicate it there.
- You will then see a box that says "donate". If you would like your items that do not sell to be donated to one of the charities that we support please check this box. If you would like to pick up your item please do not check this box.
- On the last day of the sale we will discount items that are marked "discount" by half price (50%). If you would like your item discounted to half price (50%) on the last day then you will check this box. If you do not want your item discounted then do not check this box. PLEASE CONSIDER PRICING YOUR ITEMS FOR DISCOUNT. **Remember half the money is BETTER than no money!**

Step Four: Tag Printing

- Once you have entered all of your items you are ready to print your tags. You will need to print your tags on 60-67 lb weight paper in order to keep the tags from tearing off during the sale. PLEASE USE WHITE OR OFF-WHITE CARDSTOCK. The scanner has trouble reading colored paper and it causes back ups. Regular copy paper is too thin. You can find 60 - 67 lb paper at office supply stores or at target. The tags will print six to a page.

Step Five: Tagging Your items

CLOTHES

You may use safety pins to attach your tags to your clothes. Please do not use straight pins or staples when attaching tags. **You can also use a tagging gun that can be purchased for \$7.99, which includes free shipping. This item is not required, but just makes it easier and faster. Please be aware that it can take up to two-three weeks to arrive!!!!**

www.bargainprice4u.com

Button all buttons! Zipper all zippers! Snap all snaps! Make your clothes look as store-presentable as possible.

Wash/freshen all clothing items

Hang items on a hanger with the hook facing left like a question mark.

Pin pants, skirts and shorts on both sides to the top portion of the hanger so they hang straight.

Facing the garment, pin price tag to the upper right-hand corner.

If using a pricing gun, facing the garment place tag to the right armpit or waist (for bottoms).

Small, low-priced items like onesies, bibs & socks are to be priced and packaged together. Use zip top bags. Tape the price tag to the outside of the bag. Tape at least two sides of the tag but do not cover the barcode.

NOTE: The minimum price on clothing is \$2.00. You can combine items together on one hanger to make a complete outfit if you like. Example: Put 2 or 3 onesies or add in a coordinating pair of socks or hat to an outfit or garment. If you bought the items as an outfit, include them on the hanger this way, pinning the accessories to the hanger or garment. This will yield you a higher price.

TOYS

Clean all toys with Clorox or wet wipes

Check and/or replace batteries

Put any small/corresponding parts in a Zip top bag and tape to the item

Affix tag with clear packing tape. Tape at least two sides of the tag but **do not cover the barcode.**

Instruction Manuals help sell an item. If you no longer have it, consider downloading the manual from the company's website and attaching to the item.

BOOKS

Affix tag with clear packing tape to the **BACK** of book. Tape at least two sides of the tag but **do not cover the barcode.**

If you want to sell several books together for one price, place in a zip top bag.

SHOES

Clean shoes and tie laces of left and right shoe together

Place shoes in Zip top bag or you can use zip ties to keep them together (these can be found at the Dollar Tree or 99 cent store)

Affix tag with clear packaging tape to the back of the bag. Tape at least two sides of the tag but make **do not cover the barcode.**

Tape the bag closed using packaging tape.

EQUIPMENT

Clean equipment with Clorox or wet wipes

Affix tag with clear packing tape to item

Tape at least two sides of the tag but **do not cover the barcode.**

Instruction Manuals help sell an item. If you no longer have it, consider downloading one from the company's website and attaching it to the item in a Ziploc bag

NOTE: At the drop-off, you will be required to setup your equipment (this includes cribs, changing tables, pack and play, swings, etc). We do not have staff to set up these large items. Please bring your own tools to do so if required.

DVDs

Ensure that the DVD works. (DVD's will be checked for excessive scratches during check-in)

Place DVDs in storage case. If you do not have the original case, please purchase generic cases. These can be purchased at any office store or at Target, etc.

Step Six: Sort and Drop Off

Be sure to schedule your drop off appointment. If one of the times available does not work with your schedule, please email us and we will work to schedule a time for you. Go to the menu to the left and click on schedule drop off appt. On drop off day please bring your items already sorted by size and gender.

Step Seven: Pick-up

Items that you have that don't sell and you are not donating must be picked up on Monday between 2:00 pm – 6:00 pm. Everything will be pre-sorted before you arrive for pick up. If you do not pick up your items or designate someone else to pick them up for you they will be donated to one of the charities that we support.