



Consignor Quick Reference Guide

Supply List:

- White cover stock paper(24+ lb)
- Safety pins/tagging gun
- Cleaning supplies - Clorox wipes, Magic Eraser, etc.
- Stain remover
- Hangers - wire and/or plastic
- Ziploc bags - quart or gallon
- Clear packing tape
- Yarn, twine or string
- Scissors, hole punch

Items	Preparation	Pricing	Tagging
Clothing - on hangers 	<ul style="list-style-type: none"> • Make sure no stains, tears or holes; zippers work. • Hang with hook facing left (looks like question mark when looking head on- see picture.) • Hang 2-piece items on one hanger by pinning bottom to top of hanger (see picture.) • Make sure items are season appropriate. • Many dry cleaners offer <i>free</i> hangers 	<ul style="list-style-type: none"> • Items cleaned, ironed and nicely hung on hangers bring more money 	<ul style="list-style-type: none"> • Use numeric sizes on tag - not S-M-L. For maternity, size by S-M-L-XL. • As you are looking at item, affix tag to upper right corner w/ safety pins or tagging gun - no straight pins! (see picture.) • HINT: Mark hanger "necks" with paint, ribbon, tape or yarn to help at pick-up.
Other Clothing, Accessories, Socks, Hats, Scarves, Mittens, Onesies, etc.	<ul style="list-style-type: none"> • Make sure no stains, tears or holes. • Group items together, if possible. 		<ul style="list-style-type: none"> • If possible, place item in Ziploc bag (double-sealed with clear tape) w/ tag on outside.
Shoes, Boots and Slippers	<ul style="list-style-type: none"> • Excessively worn shoes that are not accepted. • Tie the pair together w/ zip ties, string or ribbon • Make sure season appropriate. 	<ul style="list-style-type: none"> • Price 80-90% off original price 	<ul style="list-style-type: none"> • Hole punch tag and tie to shoes OR • Place items in Ziploc bags (re-enforced w/ clear tape) with tag on the outside.
Toys	<ul style="list-style-type: none"> • Recalled toys and toys with missing or broken parts are not accepted. • Electronic toys must be in working condition w/ working batteries. • Include product information or owner's manual. 	<ul style="list-style-type: none"> • Price 50-75% off original price • Toys are HOT sellers - especially electronics, Fisher Price, Lego's, Thomas the Train, 	<ul style="list-style-type: none"> • Secure toy and parts into original packaging or Ziploc bag (re-enforced w/ clear tape) • Use packaging tape. zip-ties or string to keep items attached together • Put tag on outside covered with clear tape.
Baby Equipment, Furniture, Large Items, Car Seats, Strollers, Bouncers, Exer-saucers, Play Equipment, etc.	<ul style="list-style-type: none"> • Make sure entire item is clean w/ manufacturer's instructions (can download from manuf. website) • Ensure items are in working condition w/ batteries • Cribs manuf. before 6/28/2011 are not accepted. • Car seats are not accepted if > 5 yrs old, recalled or have been in an accident. 	<ul style="list-style-type: none"> • Price 60-75% off original price • These are HOT sellers - especially if in nearly new condition and relatively current models. 	<ul style="list-style-type: none"> • Reinforce tag with clear packaging tape • For higher priced items, apply masking tape to obscure location and include con#, item#, and price in case tag gets lost. • Affix parts and pieces to all items and use tape/zip-ties/string to keep items together.
Books, Games, Puzzles, DVDs, Game Cartridges	<ul style="list-style-type: none"> • Puzzles/games w/ missing parts are not accepted. • Tie items together w/ string/yarn or in Ziplocs. 	<ul style="list-style-type: none"> • Price 75-90% of original price 	<ul style="list-style-type: none"> • Attach tags to books with blue painter's tape or attach to string tied around book.
Baby Items, Diaper Accessories, Carriers, Purses, Monitors, Bibs, Nursing Items, etc	<ul style="list-style-type: none"> • Keep items attached together with zip-ties, clear packing tape, safety pins or twine. • Include product information or owner's manual (if applicable) 	<ul style="list-style-type: none"> • Price 75-90% off original price 	<ul style="list-style-type: none"> • If possible, place items in Ziploc bags (double-sealed with clear tape) w/ tag on outside OR hole punch tag and attach to item with zip-ties, string or ribbon.
Home Decor, Lamps, Frames, etc.	<ul style="list-style-type: none"> • Make sure items are in working condition and contain NO glass. 	<ul style="list-style-type: none"> • Price 80-90% off original price 	<ul style="list-style-type: none"> • Attach tag directly to item with tape OR hole punch tag and tie it to item
Bedding and Blankets	<ul style="list-style-type: none"> • Check with the sale owner for proper preparation. 	<ul style="list-style-type: none"> • Price 80-90% off original price • Buyers are less likely to purchase these items used. 	<ul style="list-style-type: none"> • Check with the sale owner for how to properly tag blankets and bedding.