



# 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 Suggestions	Tagging
Clothing - on hangers 	<ul style="list-style-type: none"> <li>• Make sure no stains, tears or holes; zippers work.</li> <li>• Hang with hook facing left (looks like question mark when looking head on- see picture.)</li> <li>• Hang 2-piece items on one hanger by pinning bottom to top of hanger (see picture.)</li> <li>• Make sure items are season appropriate.</li> <li>• Many dry cleaners offer <i>free</i> hangers</li> </ul>	<ul style="list-style-type: none"> <li>• Price 25-33% of what you paid - consider age, condition, style and brand.</li> <li>• Name-brand &amp; Items cleaned, ironed and nicely hung on hangers bring more money</li> <li>• Price items for "half-price" day</li> </ul>	<ul style="list-style-type: none"> <li>• Use numeric sizes on tag - not S-M-L. For maternity, size by S-M-L-XL.</li> <li>• With hanger neck looking like a question mark, affix tag to upper right corner w/ safety pins or tagging gun - no straight pins! (see picture.)</li> <li>• HINT: Mark hanger "necks" with paint, ribbon, tape or yarn to help at pick-up.</li> </ul>
Other Clothing, Accessories, Socks, Hats, Scarves, Mittens, Onesies, etc.	<ul style="list-style-type: none"> <li>• Make sure no stains, tears or holes.</li> <li>• Group items together, if possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Price 75-80% off original price</li> </ul>	<ul style="list-style-type: none"> <li>• If possible, place item in Ziploc bag (double-sealed with clear tape) w/ tag on outside.</li> </ul>
Shoes, Boots and Slippers	<ul style="list-style-type: none"> <li>• Excessively worn shoes that are not accepted.</li> <li>• Tie the pair together w/ zip ties, string or ribbon</li> <li>• Make sure season appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Price 70-80% off original price</li> </ul>	<ul style="list-style-type: none"> <li>• Hole punch tag and tie to shoes OR</li> <li>• Place items in Ziploc bags (re-enforced w/ clear tape) with tag on the outside.</li> </ul>
Toys	<ul style="list-style-type: none"> <li>• Recalled toys and toys with missing or broken parts are not accepted.</li> <li>• Electronic toys must be in working condition w/ working batteries.</li> <li>• Include product information or owner's manual.</li> </ul>	<ul style="list-style-type: none"> <li>• Price 60-75% off original price</li> <li>• Toys are HOT sellers - especially electronics, Fisher Price, Lego's, Thomas the Train,</li> </ul>	<ul style="list-style-type: none"> <li>• Secure toy and parts into original packaging or Ziploc bag (re-enforced w/ clear tape)</li> <li>• Use packaging tape. zip-ties or string to keep items attached together</li> <li>• Put tag on outside covered with clear tape.</li> </ul>
Baby Equipment, Furniture, Large Items, Car Seats, Strollers, Bouncers, Exer-saucers, Play Equipment, etc.	<ul style="list-style-type: none"> <li>• Make sure entire item is clean w/ manufacturer's instructions (can download from manuf. website)</li> <li>• Ensure items are in working condition w/ batteries</li> <li>• Cribs manuf. before 6/28/2011 are not accepted.</li> <li>• Car seats are not accepted if &gt; 5 yrs old, recalled or have been in an accident.</li> </ul>	<ul style="list-style-type: none"> <li>• Price 60-75% off original price</li> <li>• These are HOT sellers - especially if in nearly new condition and relatively current models.</li> </ul>	<ul style="list-style-type: none"> <li>• Reinforce tag with clear packaging tape</li> <li>• For higher priced items, apply masking tape to obscure location and include con#, item#, and price in case tag gets lost.</li> <li>• Affix parts and pieces to all items and use tape/zip-ties/string to keep items together.</li> </ul>
Books, Games, Puzzles, DVDs, Game Cartridges	<ul style="list-style-type: none"> <li>• Puzzles/games w/ missing parts are not accepted.</li> <li>• Tie items together w/ string/yarn or in Ziplocs.</li> </ul>	<ul style="list-style-type: none"> <li>• Price 75-80% off original price</li> </ul>	<ul style="list-style-type: none"> <li>• Attach tags to books with blue painter's tape or attach to string tied around book.</li> </ul>
Baby Items, Diaper Accessories, Carriers, Purses, Monitors, Bibs, Nursing Items, etc	<ul style="list-style-type: none"> <li>• Keep items attached together with zip-ties, clear packing tape, safety pins or twine.</li> <li>• Include product information or owner's manual (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Price 75-80% off original price</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Home Decor, Lamps, Frames, etc.	<ul style="list-style-type: none"> <li>• Make sure items are in working condition and contain NO glass.</li> </ul>	<ul style="list-style-type: none"> <li>• Price 80-90% off original price</li> </ul>	<ul style="list-style-type: none"> <li>• Attach tag directly to item with tape OR hole punch tag and tie it to item</li> </ul>
Bedding and Blankets	<ul style="list-style-type: none"> <li>• Put bedding sets in giant clear bags and label contents on outside of bag</li> <li>• Bundle blankets/sheets/towels with string or yarn.</li> </ul>	<ul style="list-style-type: none"> <li>• Price 80-90% off original price</li> <li>• Buyers are less likely to purchase these items used.</li> </ul>	<ul style="list-style-type: none"> <li>• Place items in Ziploc bags (double-sealed with clear tape) w/ tag on outside OR hole punch tag and tie it to item.</li> </ul>