

TAGGING GUIDELINES

Bring all clothes on **STURDY PLASTIC** or **WIRE** hangers. Department store hangers usually end up broken and clothing could be lost or damaged. Please attach two piece outfits together or pin 2nd piece to the hanger with safety pins (see below). This reduces lost/damaged items.

Please bring clothes that are **CLEAN**, with no **HOLES** or **TEARS**, and in **GOOD** condition. Snap all snaps, button all buttons, and zip all zippers.

Hang clothes with the garment's **RIGHT SLEEVE** facing the **HOOK** of the hanger, see below.

DO NOT USE STICK PINS OR CLOTHES PINS. Please use safety pins, as stick pins may cause unnecessary injury to customers.

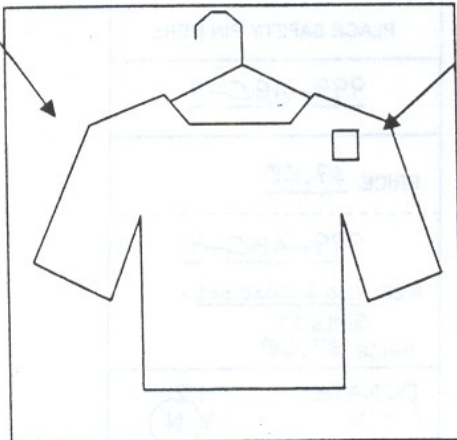
Please use the **TAGS WE PROVIDE** in your packet. Pin these tags with **SAFETY PINS ONLY** to the garment's **LEFT** sleeve, see below.

Please put toys with small pieces in Zip-Lock type bags. This will help keep all items together for better selling.

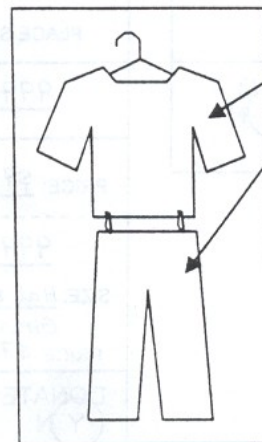
Please use **CLEAR PACKING TAPE** to adhere tags to toys, books and games. This will prevent damage to the items.

These guidelines are to **HELP** you sell your items.

Right sleeve



Tag we have given you to fill out



2 piece outfit-safety pin either bottom or top to hanger



We've given you an area for the safety pin!

PLACE SAFETY PIN HERE
<u>999-ABC-1</u>
PRICE: <u>\$2.00</u>

<u>999-ABC-1</u>
SIZE: <u>Girl 2T</u>
PRICE: \$2.00
DONATE <input type="radio"/> Y <input type="radio"/> N 1/2 <input type="radio"/> Y <input type="radio"/> N

Here's a sample:

- 999 is the consignor number
- ABC is the consignor's initials
- 1 is the item number
 - No 2 items should share the same item number unless it's a 2 piece set being sold together. Pin one tag on the 1st item and one matching tag on the 2nd item.

PLACE SAFETY PIN HERE
<u>999-ABC-2</u>
PRICE: <u>\$1.50</u>

<u>999-ABC-2</u>
SIZE: <u>Barney Video</u>
PRICE: \$1.50
DONATE <input type="radio"/> Y <input type="radio"/> N 1/2 <input type="radio"/> Y <input type="radio"/> N

Girl 2T tells us this is a clothing item.

Donate Y/N

- Y means, "Yes, please donate if it doesn't sell"
- N means, "No, do not donate if it doesn't sell"

1/2 Y/N

- Y means, "Yes, please sell for half price if the item doesn't sell for regular price earlier in the sale"
- N means, "No, do not sell for half price"

If we find a tag like this on the floor, we will know to look for the item in videos.

PLACE SAFETY PIN HERE
<u>999-ABC-3</u>
PRICE: <u>\$5.00</u>

<u>999-ABC-3</u>
SIZE: <u>A Beka 1st Grade Readers</u>
PRICE: \$5.00
DONATE <input type="radio"/> Y <input type="radio"/> N 1/2 <input type="radio"/> Y <input type="radio"/> N

For home-school curriculums and other items, please give a brief description on the tag.

Why a "double ticket"? To help out cashiers, we've provided this new ticket. We will cut the ticket on the dotted line. The top half stays with the item's purchaser, & the bottom half is used for book-keeping.

PLACE SAFETY PIN HERE
<u>999-ABC-4</u>
PRICE: <u>\$7.00</u>

<u>999-ABC-4</u>
SIZE: <u>Hat & Coat set</u> Girls 3T
PRICE: \$7.00
DONATE <input type="radio"/> Y <input type="radio"/> N 1/2 <input type="radio"/> Y <input type="radio"/> N

PLACE SAFETY PIN HERE
<u>999-ABC-4</u>
PRICE: <u>\$7.00</u>

<u>999-ABC-4</u>
SIZE: <u>Hat & Coat set</u> Girls 3T
PRICE: \$7.00
DONATE <input type="radio"/> Y <input type="radio"/> N 1/2 <input type="radio"/> Y <input type="radio"/> N

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