



To A New Children's Consignor's Checklist

This printable checklist is a great way to keep yourself organized and on track!

- Register to Be a Consignor
 - \$8 Consignor Fee; deducted from check total
- Gather All Items That You Wish to Consign
 - View Accepted Items and Unaccepted Items to help you decide what you can sell
- Prepare Your Items
 - Clean your items
 - Categorize your items
 - Group clothing by gender and size
 - Print Inventory Tagging Spreadsheet
- Price Items
 - Refer to Pricing Guide
 - Log into your Consigner Login
 - Enter items into Inventory
- Tag Items
 - Print tags for items on #60-67lb cardstock; White only
 - Refer to Tagging Guide
- Schedule Your Volunteer Shift
 - 4-hour shift = Shop the Pre-Sale Sat. & 50% off Pre-Sale Sun.
 - Consignors additionally earn 5% profit of their sold merchandise!
 - Sign & Print Volunteer Agreement
- Drop Off Your Items
 - Bring a storage bin or box visibly labeled with your consignor ID/number
 - Bring Recall Waiver if applicable
- Pick Up Unsold and Undonated Items at Scheduled Time
 - Sunday 6:30pm - 7:30pm
 - Unclaimed items left after 7:30 will automatically be donated
- Receive Check For Sold Items Via Mail
 - Checks mailed within 14 days after the sale