

## Consignor Drop Off Checklist

Name \_\_\_\_\_

Consignor Number \_\_\_\_\_

***Please initial on the lines below to verify the following information:***

\_\_\_\_\_ My mailing address, phone number, and email address have not changed since registering to consign. I understand that my check will be mailed to the address on file in My Sale Manager. (If something has changed, please pick up a "Change of Address" form at the check in table.)

\_\_\_\_\_ I understand that it is illegal to sell items that have been recalled, and it is my responsibility to check my items for recalls.

***Please double check that your tags are correct by marking the following with a check mark or N/A:***

\_\_\_\_\_ Any clothing that I brought is hanging with the hanger facing to the left, like a question mark. My tags are pinned to the UPPER RIGHT SIDE of the items.

\_\_\_\_\_ If I DO NOT want my items to sell at half price, I made sure that the RED dot for no discount printed on the tag. If I did not have color ink, I made sure to go over the dot with a red marker. (If you need a red marker, please ask at the front table.)

\_\_\_\_\_ If I am donating my unsold items, I double checked to make sure that a "D" printed at the bottom of my tags.

***Please circle yes or no:***

Are you picking up your unsold items?                      Yes                      No

\*If you answered yes, please leave a box/bin clearly labeled with your consignor number.

Are you consigning a car seat/booster seat?                      Yes                      No

\*If you answered yes, please fill out a car seat waiver at the front table.

Signature \_\_\_\_\_