

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 _____

Date _____