

## Seller Checklist

- Hangers are facing the correct direction (open to the left like a question mark).
- Tags are hung on the right side of the clothing, if you are looking at the clothing article.
- Tags are hung from **ONE** safety pin horizontally **ACROSS** the top of the tag. No tagging guns/straight pins.
- Tags are printed on **WHITE cardstock**.
- Clothing items are secure to the hanger. Multiple pieces are secured together at the sides with a safety pin. **DO NOT USE MULTIPLE HANGERS AND RUBBERBANDS**, they get pulled apart.
- Fasten tags to **TOP OF** bags securely with clear packing/shipping tape smoothly over the barcode.
- Shoes are ziptied together if they do not fit in a ziplock bag that can easily close. Snip a small corner off the bag to let air release. **NO BOXES!**
- All items are kid/teen friendly. Items actually used by kids or teens(maternity is exception)
- Books and DVDs are only in bags if selling multiple ones together and the tag indicates all titles in the bag.
- I have looked over tags and make sure all areas are filled out correctly.
- All my items were entered by 10PM the Sunday before the sale.
- I am only selling items in the **CURRENT CATEGORIES** listed in the drop down menu when entering and activating items from my inactive list.
- Recall Information Sheet** is attached to each car seat, crib, and pack-n-play (available on our website).
- I am not selling any of the below items:
  - \*Bedding other than crib sheets
  - \*Party Supplies
  - \*Pacifiers
  - \*Music CDs
  - \* Teacher Resource Books
  - \*Collectibles
  - \*Used/Worn Socks or Tights unless attached to an outfit
  - \*Adult clothing brands other than maternity
  - \*Anything unrelated to kids and teens
- I have a drop off time. (If I have more than 200 items, I cannot sign up for the last time of the day.)
- I have at least one work shift. (If I have over 400 items, I will sign up for the teardown shift)
- When dropping off, I will first sign in before unloading my car. When directed, I will bring in non-clothing items first to be checked while I hang up my clothing items.
- I cannot decide at drop off to donate all items at the end of the sale. Only items with the donation hand icon will be donated. Should you want to do this, you will have to stamp each item with our stamp before you can drop off items.
- I will leave 1 basket/box (laundry size only)w/ my name & number for each 200 items I bring. **NO LIDS!**
- I understand that pick up depends on the amount of helpers we have for teardown.
- I understand that I will have no more than 1 hour from the time the Remind text is sent to pick up my items. I will not come before the text is sent unless I want to help with teardown.
- I will sign up for Remind for each sale and if having someone else pick up my items, I will have that person sign up to be notified. If I am a Verizon customer, I will download the app or use my email to be notified as LLC is not responsible for any fees.

I agree that I have completed this checklist and that

**Lil' Lambs Closet is not responsible for lost or stolen items.**

This checklist will be returned to me if any items are found to be prepared incorrectly so I can make adjustments and improvements before the next sale.

Name (Print) \_\_\_\_\_ Seller number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_