

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 piece.
- Tags are hung from ONE safety pin **horizontally** ACROSS the top of the tag.
- Tags are printed on **WHITE cardstock**.
- Clothing items are secure to the hanger. **Multiple pieces to an outfit are secured together at the sides with a safety pin.**
- Fasten tags to bags securely with clear packing/shipping tape.
- Look over tags and make sure all areas are filled out correctly. Young Mens should have a Young Mens Size, Juniors have a Juniors Size, Shoes have a Shoes Size, Costumes have a Costume Size.
- Juniors is only used for female clothing. Older boy clothing(bigger than size 16) should be listed under Young Mens.
- Shoes are NOT in boxes. They are either zip-tied together or in a ziplock bag.
- Books and DVDs are only in bags is selling multiple ones together.
- All items entered by date listed on website.
- I understand that dropping out of the sale after the 1st of March(for the Spring/Summer Sale) or August 1st (for the Fall/Winter Sale) will result in being placed on the prohibited to sell list for one year.
- I have a drop off time.
- I have a work shift.
- Recall Information Sheet** is attached to each car seat or crib(available on our website)
- I am not selling any of the below items:
 - Used Pacifiers/ Bottle Nipples
 - Used/Worn Socks or Tights unless attached to an outfit
 - Bedding other than crib sheets or baby blankets
 - Out of season clothing
 - Anything unrelated to kids and teens
- I am only selling items in the **current categories listed in the drop down menu** when entering inventory. Be careful what you activate from your inactive list.
- I understand that pick up depends on the amount of helpers we have for teardown.
- I understand that I will have up to one hour to pick up items from the time of the Remind text or email at the conclusion of the sale.
- I will sign up for Remind (follow steps on website) for each sale and if having someone else pick up my items, I will have that person sign up for Remind so everyone can be properly notified.
- 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.

We highly recommend that you put your clothing in size and gender order to make drop off go quickly, but it is not mandatory.

I agree that I have actually read and completed this checklist as described. I also read the website for complete directions and agree that Lil' Lambs Closet is not responsible for lost or stolen, or unreturned items.

Name (Print) _____ Seller number _____

Signature _____ Date _____