

## BELLA KIDS DROP-OFF CHECKLIST FORM

**Consignor #:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Name:** \_\_\_\_\_

**If you are volunteering, FILL IN your shift schedule:**

**DATE:** \_\_\_\_\_ **HOURS:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_ **HOURS:** \_\_\_\_\_

**Are you donating your unsold items?** ALL SOME NONE

**Please list size range per gender:** (Ex:Boys 2T - 6x)

**BOYS :** \_\_\_\_\_ **GIRLS:** \_\_\_\_\_

**Have you moved since registering?** YES\* OR NO

\*If yes, be sure to update your consignors account with new address.

**FILL IN # OF ITEMS CONSIGNED PER CATEGORY W/MAX:**

\_\_\_\_\_ **INFANT CLOTHING(MAX=75)** \_\_\_\_\_ **SHOES(MAX=10)**  
\_\_\_\_\_ **TOTAL CLOTHING (MAX=350)** \_\_\_\_\_ **DVD (MAX=20)**  
\_\_\_\_\_ **MATERNITY (MAX = 25)** \_\_\_\_\_ **BOOKS(MAX=20)**  
\_\_\_\_\_ **TOTAL ITEMS (MAX=400)**

### Consignor Checklist for Drop-Off

- I have checked online for any **recalled consignment items** using cpsc.gov &/OR makeitsafer.com &/or safekids.org
- I have scheduled my drop-off appointment. I understand I must be **prompt** to ensure a smooth & quick drop-off for everyone involved.
- I have printed & signed a consignors agreement & have a copy to bring to drop-off. (In Drop off Instructions Email)
- Snaps are snapped; zippers are zipped; buttons are buttoned. **Everything looks nice, smells fresh & clean.**

My hanger hooks are facing left, like a question mark. (?)

Clothing items are grouped by gender, size & placed in garment bags labeled with size/gender. (Feel free to reuse plastic store bags.)

I have checked my items for any stains or defects.

My correct seller number is on every tag.

Tags are secured using safety pins or zip ties.

Toys requiring batteries have working batteries and are in good working condition with ALL parts.

All toys & sets have all pieces & are securely attached.

Items are priced reasonably according to my sale's guidelines. (20-40% of retail value.)

**CARSEAT SELLERS:** I've verified the carseat manufacturer label and the date manufactured is less than 5 years ago.

**PICKUP CONSIGNORS:** I've prepared a plastic bin/tub with my name & consignors # labeled on **ALL 4 SIDES IN LARGE PRINT.**

### For BK Staff: CONSIGNOR ISSUES @ DROP-OFF

- Regular Paper used, NOT cardstock which can result in missing/lost/mis-scanned items.** \_\_\_\_\_
- Colored Cardstock used, NOT white which can result in missing/lost/mis-scanned items.** \_\_\_\_\_
- Print mode used was NOT draft or grayscale which can result in missing/lost/mis-scanned items.** \_\_\_\_\_
- Items are NOT securely attached together:** \_\_\_\_\_
- Items are NOT clean or have a foul smell:** \_\_\_\_\_
- Other:** \_\_\_\_\_