

## 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 ziploc 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/pack-n-play sheets
  - \*Party Supplies
  - \*Pacifiers
  - \*Music CDs
  - \* Teacher Resource Books
  - \*Collectibles
  - \*Anything unrelated to kids and teens
  - \*Used/Worn Socks or Tights unless attached as part of an outfit
  - \*Adult clothing brands other than maternity
- 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 I want to do this, and don't enter them as donate in the system, I will have to stamp each item with LLC's stamp before I 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 time depends on the amount of helpers working 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.
- I agree that I have completed this checklist and that

**Lil' Lambs Closet is not responsible for lost, damaged, 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 \_\_\_\_\_