

# Seller Checklist

## Signing Up:

- 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)
- I will sign up for Remind for each sale (if having someone else pick up my items, I will have that person sign up **ALSO**)

## Preparing Items:

- All items kid/teen friendly. Items actually used by kids or teens
- Items WASHED/CLEAN/FREE FROM ODORS and PET HAIR.
- All items in CURRENT CATEGORIES listed in drop down menu when entering/activating items.
- All items entered by 11PM the two weeks before sale.
- Tags printed on WHITE **cardstock**.
- All areas on tags filled out correctly-sizes ONLY for clothing/shoes.
- Clothing items secured to ONE hanger. Multiple pieces secured at the sides with safety pin.
- Hangers facing the correct direction (open to the left like a question mark).
- Tags hung on right FRONT of clothing piece.
- ONE** safety pin horizontally ACROSS the top of the tag. No tagging guns/straight pins.
- Tags on bags secured to FRONT with clear packing/shipping tape smoothly over entire tag.
- Shoes zip-tied or in bag that easily closes. Snip bottom corner of bag to let air release. NO BOXES!
- Books/DVDs only in bags if selling series together-tag indicates number and all titles in the bag.
- Recall Information Sheet** attached to each car seat, crib, and pack-n-play (on 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
  - \*Adult clothing brands
  - \*Maternity
  - \*Used/Worn Socks or Tights unless attached as part of an outfit
  - \*Anything unrelated to kids and teens

## Drop Off:

- Sign in BEFORE unloading car.
- Hang clothing in correct spots while non-clothing items are being checked.
- All tags must already be secured to the item when arriving at drop off.
- 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.
- Leave 1 basket/box (laundry size only) w/name & number for each 200 items brought. NO LIDS!
- If donating all items, DO NOT leave a container.

## Pick Up:

- I will have up to 1 hour from the time the Remind text is sent to pick up my items.
- If I come before the text is sent, I will help with teardown.
- I understand that Lil' Lambs Closet is not responsible for lost, damaged, or stolen items.

This is what a printed page of tags should look like.

PIN HERE			PIN HERE		
<u>CONSIGNOR</u> 6	<u>PRICE</u> \$0.50	<u>ITEM</u> 13	<u>CONSIGNOR</u> 6	<u>PRICE</u> \$1.50	<u>ITEM</u> 453
<b>The Secret in the Woods</b>			<b>Red crochet knit beret cap</b>		
Size: Category: Books <span style="float: right;">Discount</span>			Size: Category: Hair/ Hats/ Accessories - Girls <span style="float: right;">Discount</span>		
 6 \$0.50			 6 \$1.50		
PIN HERE			PIN HERE		
<u>CONSIGNOR</u> 6	<u>PRICE</u> \$3.00	<u>ITEM</u> 688	<u>CONSIGNOR</u> 6	<u>PRICE</u> \$5.00	<u>ITEM</u> 691
<b>Hollister Navy blue Polo shirt</b>			<b>Love tree Denim jacket frayed hem/crop</b>		
Size: 16 Category: Clothing - Boys (newborn-Young Men)			Size: Jr. TEEN GIRLS- Sm (3-5) Category: Clothing - Girls (newborn - Juniors)		
 6 \$3.00			 6 \$5.00		
PIN HERE			PIN HERE		
<u>CONSIGNOR</u> 6	<u>PRICE</u> \$2.50	<u>ITEM</u> 732	<u>CONSIGNOR</u> 6	<u>PRICE</u> \$4.00	<u>ITEM</u> 1117
<b>Hawk red/green/"98" tank top</b>			<b>Cat and Jack Black and gray tennis shoe</b>		
Size: Young Mens- ADULT M (32-34) Category: Clothing - Boys (newborn-Young Men) <span style="float: right;">Discount</span>			Size: Shoes: Adult Size 6 Category: Shoes - Boys <span style="float: right;">Discount</span>		
 6 \$2.50			 6 \$4.00		