

# 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 or have requested the opt out option (limited to the first 20 requests)
- 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.

## 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 10PM on August 7<sup>th</sup>.
- Tags printed on **WHITE** cardstock with CLEAR barcodes and correct size tag.
- 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 the barcode.
- 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 multiple ones together-tag indicates all titles in the bag.
- Assure all parts are included for games, puzzles, full Lego pieces, etc. Take the time to actually play or put together. Do not ruin a child's dreams of them being gifted a toy at Christmas that doesn't have all the parts.
- I am not selling any of the below items:
  - \*Computer Games
  - \*Party Supplies
  - \*Holiday Decor
  - \*Music CDs
  - \*Teacher Resource Books
  - \*Collectibles
  - \*Anything unrelated to kids and teens

## Drop Off:

- Sign in BEFORE unloading car.
- Bring only 1 cart/bin in at a time. Take to assigned table for checking. Worker will inform you when to get another bin.
- I cannot decide at drop off to donate all items at the end of the sale. Only items with the DONATE word will be donated. Should I want to do this, and didn'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:

- Pick up time depends on the amount of helpers working teardown.
- 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 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 \_\_\_\_\_