

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 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 (maternity is exception)
- 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 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 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.
- 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
 - *Anything unrelated to kids and teens
 - *Used/Worn Socks or Tights unless attached as part of an outfit
 - *Adult clothing brands other than maternity

Drop Off:

- Sign in **BEFORE** unloading car.
- Hang clothing in correct spots while non-clothing items are being checked.
- 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:

- 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 _____