

## Toy Sale Seller Checklist

- Costumes are hung on hangers and hangers are facing the correct direction (open to the left like a question mark)
- Tags are hung on the right side of the costume, if you are looking at the clothing article. (Same place as always)
- Tags on costumes are hung from ONE safety pin horizontally ACROSS the top of the tag.
- Tags are printed on WHITE cardstock.
- Toys are in ziplock bags if possible (use large and XXL bags if necessary)
- Fasten tags to bags securely with clear packing/shipping tape
- Toys with multiple parts have only 1 main tag but the other parts have a \ hand written note with consignor number and item number. (List how many parts by using 1 of 3, 2 of 3, 3 of 3, etc)
- You have double checked that all parts are included in toys, puzzles, board games, etc.
- Puzzles and game boxes are NOT taped shut. Use rubberbands to secure lid.
- Electronic, Music CDs, and DVDs are rated TEEN, PG13, PG, G, or E (NO Mature or R rated material)
- All battery operated toys have working batteries
- All toys are kid or teen friendly
- Toys, costumes, equipment are clean and free of odor
- You have a drop off time
- You have a work shift **OR** paid the \$10 Opt out fee at registration
- Look over tags and make sure all areas are filled out correctly(Category- only use sizes on costumes and shoes and sizes MUST have costumes or shoes also listed in the size)
- All items entered and all tags printed by Noon the Thursday before the sale
- You are **NOT** selling any of the below items:
  - \*clothing
  - \*shoes other than sport shoes
  - \*stuffed animals
  - \*VHS movies
  - \*Room Decorations
  - \*Collectibles that aren't kid related

I agree that I have completed this checklist and that Lil' Lambs Closet is not responsible for lost 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 \_\_\_\_\_