



# **TRADITIONAL CONSIGNOR DROP-OFF CHECKLIST**

NAME: \_\_\_\_\_ CONSIGNOR#: \_\_\_\_\_ PHONE#: \_\_\_\_\_ TOTAL # OF ITEMS: \_\_\_\_\_

### **DROPOFF APPT DATE/TIME:** \_\_\_\_\_

ARE YOU DONATING YOUR UNSOLD ITEMS?  ALL  NONE  
ARE YOU VOLUNTEERING?  YES \_\_\_\_\_  NO

### **DROPOFF CHECKLIST: (INITIAL BELOW)**

- \_\_\_\_\_ CLOTHING: Snaps are snapped; zippers are zipped; buttons are buttoned. EVERYTHING LOOKS NICE, SMELLS FRESH & CLEAN!
- \_\_\_\_\_ CLOTHING: My hanger hooks are facing left as a question mark ?
- \_\_\_\_\_ Clothing items are GROUPED by gender, size, & rubber banded together. Include some dryer sheets to make it smell fresh & clean!
- \_\_\_\_\_ I have checked my items & removed any with stains.
- \_\_\_\_\_ Tags are secured using safety pins or zip ties. (at seams or tag)
- \_\_\_\_\_ I have reviewed RECALLED items using cpsc.gov or safekids.org
- \_\_\_\_\_ I have PRINTED & SIGNED a Bella Kids consignor contract for my drop off appointment.
- \_\_\_\_\_ Toys requiring batteries have working batteries.
- \_\_\_\_\_ All toys & sets have ALL pieces & SECURED TOGETHER!
- \_\_\_\_\_ ALL BAGGED ITEMS ARE SECURELY TAPED SHUT!
- \_\_\_\_\_ Items are priced reasonably @ 20-40% OF RETAIL PRICE PAID!)
- \_\_\_\_\_ CARSEAT SELLERS: I've verified the carseat manufacturer label & the date is less than 5 years ago.

### **COMPLETE YOUR PAYPAL PAYMENT BELOW:**

- Fill in your PAYPAL email address below & Bella Kids will electronically send your profits at NO cost to you.
- Complete the email address below for payment after the sale.

\_\_\_\_\_@\_\_\_\_\_.COM

**(Please Print Clearly!)**

**NOTE:** A \$5 CHANGE FEE WILL ASSESSED FOR ANY PAYMENT REQUESTS MADE AFTER DROP OFF APPOINTMENT IS CONDUCTED.

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### **CONSIGNOR DEADLINES & REMINDERS!**

- CONSIGNOR PICKUP = Sunday, AUGUST 23<sup>rd</sup> from 4:45-6pm ONLY ! See attach for NEW details!
- All unsold items MUST be picked up before 6:00pm, ALL remaining items will be donated.**
- VIP PRIVATE SALE = Thursday, August 22nd  
NEW! 3pm ENTRY for Volunteers & Volunteering Consignors  
NEW! 4:30pm ENTRY for Consignors
- INVENTORY SYSTEM CLOSES = Monday, August 19 @ NOON

