

CONSIGNORS

READ ALL INFORMATION BELOW BEFORE GETTING STARTED.

TAGGING

Supplies you will need

- ✓ Card stock paper (white only please) Wal-Mart pack 150pgs
- ✓ Hangers (Metal or **Thick Plastic**)
- ✓ Safety pins (medium & large sizes...no itty bitty pins!)
- ✓ Scotch/Magic Tape
- ✓ Clear Packing Tape
- ✓ Zip Ties or String
- ✓ Clear Wrap (Saran/Cling/Shrink)
- ✓ Ziploc type baggies

Here's how tagging works:

1. Login from the consignor page of website. This will bring up your **HOME PAGE**.
2. Choose "work with consigned inventory". Then choose, "work with my consigned items".
3. You are ready to enter your items into the system. Read instructions and begin to enter your items. Click "I'm finished for now" at anytime and your items are automatically saved.
4. Be sure to pay attention to the boxes for discounting and donating! We encourage you to discount and to donate any remaining items. They are donated to the DeKalb County Foster Care Association.
5. When you are ready to print tags, login to your **HOME PAGE**, choose "work with consigned inventory". Then choose to "print tags". You can choose to print all or just select ones. Follow instructions on the screen. **BE** sure to put your card stock in your printer!
6. Tags will pop up in a separate window. **IF** they do not, be sure your pop up blocker is turned **OFF**. If you tags print weird symbols, then switch to using internet explorer to access the website (**NOT Firefox**).

Sample tag



00 PIN HERE 00

2420 3
Toys

Blue NEXT Bicycle
Used
www.finderskeepersale.com

Item #: \$20.00
1

D ●

2420 \$20.00

2420=Consignor #

D=Donate

Red Dot=Discount

3 toys=size & category

Blue Next Bicycle=Description

\$20.00=Price

Important Tagging Information

Minimum item price of \$2.00. Only \$.50 increments.

Remember to place masking tape with your consignor number and price on the bottom of each large item and on the bottom of each shoe. This helps identify your item in case the card is lost. But please DO NOT duplicate a tag.

Competitively price your items. PRICE TO SELL! What would you pay? Normally 25-40% of retail is a good general figure to go by when pricing your items. We'd rather give you a bigger check than a lot of unsold items!

Be very descriptive & include brand names if applicable. The more descriptive you are, the more likely we can re-tag your item if a tag is lost during the sale.

You can choose to discount or not discount your items. We highly suggest discounting your items. Discount days are very busy and many shoppers look only for discounted items on these days.

You can also choose to donate or not donate items. We encourage you to donate your unsold items. We currently donate to the DeKalb County Foster Care Association. This is great organizations in our area!

SORT all clothing BEFORE bringing your items to receiving. Do this by gender and size. If your clothing is not sorted your Drop off will take longer.