

**Men's & Women's Clothing, Books, Toys & Baby Items
Checklist for Consigning**

_____ 1. Make an appointment & get an account number by calling or using our automated service

Consignor Number _____

Appointment Date _____

Appointment Time _____

_____ 2. Think about volunteering with us (see our Volunteer page to sign up)

- Shop before consignors & shop the ½ price sale early

Volunteer Date _____

Volunteer Time _____

_____ 3. Prepare your items (see the preparing section of the webpage)

- Gather clothing, shoes, hats, books, toys, baby equipment, etc.
- Wash, clean, iron items
- Put items on hangers if applicable
- Label items with account number & size on masking tape
- Organize items

_____ 4. Bring your items to the store for your appointment

_____ 5. Check in & receive consignor information

- Put your items at stations
- Someone will check your items
- Make tags (pink for girls, blue for boys, and red if you don't want the item to go half price)
- Count & let us know the number of items you are leaving

_____ 6. Prepare & Shop

- Bring a clothes basket or shopping bag

_____ 7. Pick Up Your Check and Remaining items

Pick Up Date _____

Pick Up Time _____