

B & S CONSIGNMENT "TAGGING INSTRUCTIONS"

Print this page for future reference...Revised 7/25/10

PREPARE YOUR ITEMS

Wash, iron, replace buttons, gather loose pieces of toys and do whatever is necessary to ensure that your items are in excellent condition. Items that do not meet our guidelines will be returned. Only bring items you would consider buying yourself.

- Hang clothing on plastic Hangers (use infant size hangers on sizes below 2T) - Please DO NOT use wire hangers. You may use wire coated hangers as long as they are age appropriate.
- The hanger should look like a question mark when you are looking at the front of the garment. (Example-?)

It is important to us that only safe products are offered to our shoppers, therefore each consignor is asked to carefully check that none of the items you plan to consign have been recalled prior to bringing them to drop off. As the owner/seller of the items, it is the CONSIGNOR'S RESPONSIBILITY to ensure that each item meets the required safety standards.

Please ensure none of your consigned items have been recalled by visiting the [Consumer Protection Safety Commission's website](#) and choosing the appropriate item category.

GATHER AND ORGANIZE

Put your items in order by GENDER and SIZE before you start. The more organized you are, the quicker Drop Off will be! Gather your clothing in a pile beside you at the computer. Go to www.bnsconsignment.com and click on [New Consignor or Returning Consignor-Register Here](#) tab.

If you are a New Consignor you will need to agree to our "Seller Agreement" to assure that we are on the same wavelength regarding quality, pricing, and organization. You must agree to the waiver, which states B & S Consignment is NOT responsible for loss, theft or damage to your items, before proceeding to Registration. Once you agree, click on the link which will then take you to the Registration page of our online tagging system where you will Register and create a password. The system will automatically send you an email with your consignor number and password you created. Keep this email. Do not delete it in case you need to refer back to it later.

COMPUTER ENTRY (It's quick, easy & fun!)

The online tagging system we use will issue your consignor number. Once you receive your number you may login using your consignor number and password. Click on the "Work With My Consigned Items" link and begin entering your items (see example below).

Work With Consignor Items
Use this screen to Add, Edit, or Delete items for one of your consignors. Consignor tags will be printed based on what is entered.
Fields in bold are required.

Things To Remember:

- Prices must be in 50 cent increments, \$3 minimum.
- You can quit and finish later. Your items will be saved.
- The "Sold" category is not populated on this page until the sale is completed.

You are entering items for consignor #: 1000

Fill in the information below and click "Submit Item" to enter a new item.

Category:

Size:

Description Line 1:

Description Line 2:

Price: (ex: 3.00 or 3.50) \$ **Qty:**

Check To Discount Check To Donate

By default, only the last 10 items entered show. Check here to display all items

These buttons apply to the consignor's ENTIRE inventory, not just what is displayed in the list below.

Items: 3 Value: \$22.00

Item#	Description	Category	Size	Price	Discount	Donate	Sold?		
3	Motherhood Black Shirt	Maternity	Small	\$7.00	No	Yes	No	Edit	Delete
2	Elmo	DVDs	Leave Blank	\$5.00	Yes	No	No	Edit	Delete
1	Brown Fur Purse	Accessories - Womens	Leave Blank	\$10.00	Yes	No	No	Edit	Delete

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1. Select Category
2. Select Size
3. Enter a Brand Name on Description Line 1
4. Enter a color and brief description of the item on Description Line 2
5. Enter the price
6. Select if the item should be discounted on the last day of our sale
7. Select if you want the item donated if it does not sell
8. Click on the Submit Item button

If you would like all of your entered items to display you will need to check the box below the Submit Item button: By default, only the last 10 items entered will show. Check here to display all items.

Do this carefully and accurately. You will be able to save your work and come back to it later if you'd like. You should price all items in .50 cent increments with a minimum price of \$3.00 per item for kid's items! Please price all items with a minimum price of \$5.00 for the ladies & men's items! Group multiple items together if you need to in order to price an item at the minimum. Please use the following as a guide when sizing your items.....

Children's clothes-Numerical sizes, i.e. 3-6 Months, 24 Months, 3T, 6, 10, 14, etc.

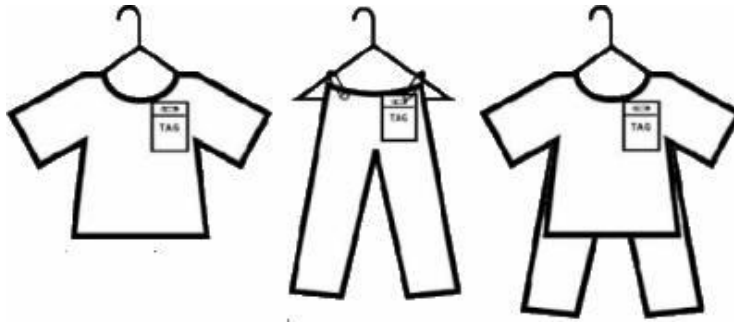
Juniors-Girls-Numerical sizes, i.e. 1, 5, 9, etc

Ladies clothing-Numerical sizes, i.e. 6, 8, 10, etc

Please only use **65 or 67 LB WHITE Cardstock** for your tags. No index cards or plain paper will be accepted. Do not use colored cardstock. Cardstock can be purchased at any office supply store.

Be sure you turn off any popup blocker you may have running. When you generate tags they pop up in a new window for easy printing. If any information is changed AFTER printing a tag, or between sales, you **MUST** print a new tag. **DO NOT** handwrite anything on the tag.

If using safety pins, please tag left side on shirts and pants - right side if you are looking at it. Attach your safety pin horizontal NOT vertical as the tag can easily be pulled from the item. **DO NOT** hole punch the top of your tag. A tagging gun may also be used. If you use a tagging gun, attach tag to the inside tag of garment for shirts, to the right front of pants. See example below:



You can print your tags all at once when you finish entering your items or a few at a time. Tags will print 6 to a page of cardstock. When you select which tags to print the tags will appear in a new box. **WAIT** until all the tags have downloaded (including bar codes) before you click the print button. Please cut (carefully) each tag so that it looks like the one shown below and Pin as indicated below.

GOOD TIP: If you have a lot of items to sell, consider entering items in stages. For example, if you have 100 items, Enter 20, print those tags & attach them to your items. Next time enter 20 more, print those tags & attach them to your items. This way you won't feel so overwhelmed at having to print, cut and attach 100 tags all at once. Best advice: Don't procrastinate.

00 PIN HERE 00		
1010	My Test Consignment Sale	18-24 Months Clothing - Girls
Old Navy Yellow Dress		
Discount: Yes Donate: Yes	Item: 6	\$10.00
 1010 \$10.00		A

It is **VERY** important that you do not wait till the last minute to enter your items or make any changes to previously entered items. Registration will close at 10PM Wednesday night before drop offs begin and you will not be able to access your inventory. You need to allow yourself time to enter your items and print out your tags. During the sale you will be able to check your sales each night.

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Items We Will Accept and Not Accept:

Items We Accept:

Bedding and Décor.....

- Baby/Toddler Furniture & Equipment-Cribs, beds w/mattresses, strollers, bathtubs, walkers, highchairs, etc.
- Nursery accessories-Blankets, pictures, crib sheets, Lamps, rugs, mobiles

Books/Toys/Videos.....

- High quality toys, books, DVD/VHS videos, board games, computer games, video games and music tapes/CDs (including home school materials)

Clothing.....

- Boy's sizes 0-18, girl's sizes 0-18
- Junior sizes 1-17 in teen styles
- All must be clean, odor-free and current style
- Infant clothing - priced competitively - it's abundant!
- Children's shoes in excellent condition - Limit of 10 pair (in Ziploc bags only-Walmart sells oversized Ziploc bags for large sized shoes/boots)
- Short sleeve shirts at either sale-Spring/Summer and Fall/Winter
- Jeans at either sale-Spring/Summer and Fall/Winter

Equipment.....

- Sports accessories

Ladies or Men's Items We Accept: (RETURNING CONSIGNORS ONLY)

- Ladies shoes-MAX of 10 TOTAL including men's-(gently used-NO scuffs or heavy signs of wear and tear)
- Ladies tops, jeans, shorts, pants, suits, skirts, dresses, wedding gowns-MAX 25 pieces including Men's
- Men's shirts, shorts, pants, jeans, suits, ties, camouflage clothing-MAX 25 pieces including Ladies
- Men's shoes-MAX 10 TOTAL including ladies-(gently used-NO scuffs or heavy signs of wear and tear)
- Ladies Purses-MAX 10

Juniors Acceptable Items:

- All Juniors clothing MUST be sized correctly, i.e. 1, 3, 5, 7, 9, 11, 13 NOT even numbers
All even numbers will be considered Womens
Please choose the correct category when entering your items
PLEASE choose Juniors-Girls if your item is a Junior size.

We Don't Accept:

- Out-of-date clothing - It will not sell!
- Any item that is stained, torn or extremely worn.
- Items with missing buttons, broken zippers or lost parts.
- Battery operated toys without batteries.
- Baby equipment that is not clean or has been recalled.
- Stuffed Animals
- Car Seats *Scrubs *Jewelry *Socks or Undergarments (unless new in package)
- Maternity *Wallets *Pajamas *Bathing suits over size 18 months unless new with tags

UNACCEPTABLE BRANDS: (NEW WITH THE FALL/WINTER 2008 SALE)

Athletic Works, Baby Connection, Basic Edition, Kid Connection, Girl Connection, Mc Babies, Mc Kid, No Boundaries, Route 66, Smart