

# Instructions for Consignors

## Items Accepted

- **Newborn to teen clothing, shoes and accessories. Clothes are accepted on a seasonal basis; spring & summer for the spring sale, fall & winter for the fall sale.**
- Girls sizes infant thru juniors,
- Boys sizes infant thru size 20.
- All teen's sizes XS, S, M, L and XL from "name" brands i.e. American Eagle, Hollister, Abercrombie & Fitch, Old Navy and Gap.
- Maternity clothing – in style, in season, **maximum 10 items**
- Nursing supplies.
- Baby items - strollers, high chairs, swings, play pens, diaper pails, potty chairs, car seats (less than 5 years old)
- Children's furniture— stationary side cribs, bassinets, changing tables, toddler beds.
- Blankets, bedding, bumpers.
- Dance clothes and shoes.
- Sports Equipment—bikes, tricycles.
- Toys, books, videos, games, puzzles, DVD's.
- **This list is not inclusive. We sell quality items a child can use or wear.**

## Items Not Accepted

- Any dirty, torn, stained or out of date items
- Used underwear.

## Item Preparation

- Clothing needs to be clean without tears, stains or wrinkles.
- Clothing should be hung so the front of the item and hanger form a "2"
- Pants and skirts should be pinned to the hanger.
- Shoes should be bound together and not placed in a zip lock bag.
- Toys using batteries must be in working order with batteries included.
- Small item should be grouped together and placed in a zip lock bag (i.e. Hair bow, bottles, socks).
- Multiple piece items need to have all pieces included (i.e. puzzles, games, cribs, play pens).
- All items need to be clean, like new, gently used.
- Wire and plastic hangers are both acceptable.

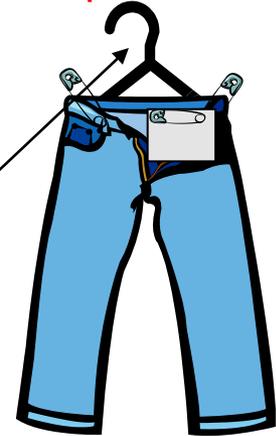
**NOTE!**

Direction of hanger



## Item Pricing

- Generally 25%—30% of original retail price is a good guideline in setting your price.
- **PRICE TO SELL!**
- We recommend you participate in the 1/2 price sale the last day of the sale.
- Items must be priced in \$1 increments,
- **Minimum price is \$1**



[www.Take2.com](http://www.Take2.com)

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## Tagging Instructions

- **FIRST & FORMOST**, watch the preparation video on the Take2 website. This video will demonstrate the correct preparation for all items.
- Once you have registered as a consignor you will need to print your bar-coded Take2 tags. All tags must be printed on 60-90 lb. white paper.
- Fill in each tag with price, size, description.
- If you **do not** want the item discounted on the 1/2 price sale day, "X" the box next to the words "No Discount" on the tag.
- Safety pin tags to upper right front of clothes.
- When safety pins cannot be used be sure tags are securely taped with clear packing tape.
- Be sure zip-lock bags are **taped close with clear packing tape** to prevent pieces from being removed.
- Pin tags to **top** of shoes



## Item Drop Off/Pick Up

### DROP OFF

- Once you register as a consignor online, you will be asked to select your drop off time. If you need to change your time, e-mail at [julie@take2.com](mailto:julie@take2.com) us with your selected and desired time and date. Remember, time slots are limited and are on a first come - first serve basis..
- Sort clothing by gender, by size prior to check in. Check that item is on hanger in the correct direction.
- We will check all items for quality and verify they are properly prepared and tagged.
- You will proceed to hang clothing and place items in the designated locations.
- We will provide you with a consignor packet which will include your presale passes.
- Please allow 30 – 60 minutes for the check-in process although is generally does not take that long.

### PICK UP

- Check you sales calendar for pick up date and time. Please be prompt.
- **All items not picked up will be donated at the conclusion of the last sale.**

## Take2 Notes:

Drop off date:

Drop off time:

Pick up date:

Pick up time:

