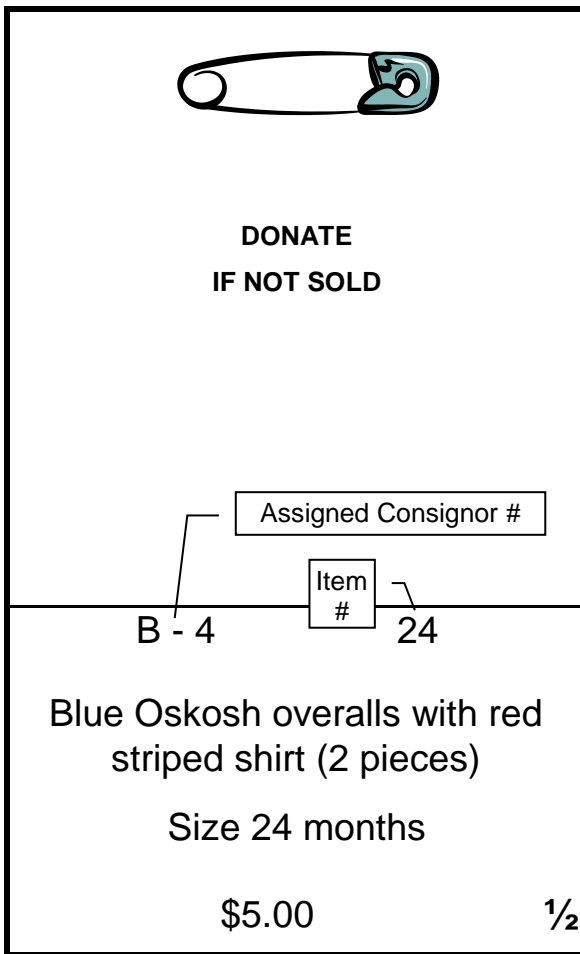


EMMANUEL CLOTHING CONSIGNMENT SALE INSTRUCTIONS



For tags please use a **3" x 5" INDEX CARD** turned vertically and written using the example below. Only write on the bottom 2" of the card, except for the "Donate, if not sold". Please write legibly. You may also use **CARDSTOCK** cut to the same size, 3" x 5", if you prefer. If you type your items for sale on the Inventory Sheet it will automatically link to the Labels pages and the Cardstock page and you will not have to re-write your tags.



ACTUAL SIZE SAMPLE

Use a 1" or larger safety pin, attached as sample indicates.

If you have a tagger gun you may use the plastic tails instead of a safety pin.



If the item is not sold, you may choose to donate to charity. Indicate this choice on the upper portion of the tag.

If you do not want the item donated, please leave blank.

If the item is to be reduced to 1/2 price on Fri/Sat then please use a **NON-WHITE index card** (pink, yellow, blue or green) or **NON-WHITE cardstock**. Also write 1/2 on the bottom right-hand corner of the tag.

Otherwise, please use a **WHITE index card or WHITE cardstock** and write **NO** in the bottom right-hand corner if it is to remain full price on Friday/Saturday.

Write on the bottom 2 inches of the index card ONLY or use the labels spreadsheet and stick or tape to the bottom of the card. Please include the consignor #, item #, description (indicate if multiple pieces), size, price and 1/2 price indication.

DO NOT WRITE ON THE BACK OF THE CARD

1/2 or NO

* Non-clothing items will need a tag taped to the item - only tape across the top 1/3 of the tag so we can cut off the tag details without removing the tape. Be careful when taping tags to toys so that the item will not be damaged when the tape is removed, but make sure the tag is secure.

* For multiple items of toys or clothing, only put price on the first tag and indicate 1 of 3, 1 of 2 etc. You may want to tag the other items in case they become separated from the main item and attach a partial card with the consignor # and item # and 2 of 3, 3 of 3, etc..

* Prices should be whole dollar increments, \$2.00, \$3.00, etc. **PRICE COMPETITIVELY!** Decide if an item should be sold for 1/2 price if still unsold by Friday, otherwise it will remain full price during the entire sale.

* Shoes must be in nearly perfect condition. Tie shoes together with string or curling ribbon and attach the tag.

* If batteries are required, they must be included. All items must be in working condition with all parts included.

* Hanger should look like a question mark when you are looking at the front of the garment and the **tag pinned on the right side, in a seam if possible, OR on the garment label.**



* On Saturday or Sunday, bring your inventory sheet and tagged items all in the same order. Your Pre-sale entry time depends on which day you bring your clothes. You will need to hang the clothes in the proper size yourself and place other items as instructed by a worker.

Present your items at their best for optimum selling conditions - clean/pressed items sell much better. All items will be screened at drop off, thus some items may be rejected. Only bring quality items that you would be willing to purchase yourself.