## CONSIGNOR 101 TIPS & TRICKS

## **REGISTER TODAY - TAG TOMORROW!**

## TIPS TO MAKE CONSIGNING A WAY OF LIFE! EASY TO MANAGE IDEAS, TIPS & TRICKS TO HELP TURN ITEMS YOU NO LONGER USE INTO CASH!

## HOW DO WE GET STARTED:

1. **Always register for the sale first.** It would be a shame to get ready for a sale and find out that when you go to register they are no longer taking consignors. This is important because every sale has different standards and maybe limits - I can not say this enough!

**SO REGISTER TODAY - TAG TOMORROW!**

WHAT YOU NEED TO GET STARTED:

1. You will need collection bins, boxes or bags depending on how much room you have in your home to begin collecting. I use storage bins with lids so they aren’t overflowing, don’t become an eyesore and these are bins I can use for other projects or storage after the sale.
2. Place these bins throughout your home in locations where you are going to be OKAY if they sit for a week or more without driving you crazy. Here are some of the places I put bins.

* Spare bedroom - great collection place for clothing that is out of the way
* Family room - great collection place for toys, books, games, puzzles and odds and ends
* Garage - ultimately this is where things end up that have no space in our home so now I place in the bin items like out door toys & games, pool floats, baby bibs, bottles & more!
* Finally I keep an extra empty bin or two around so if one gets full I can immediately replace in the same spot or move to another location in the house.
* I stack these bins in a spare bedroom with the lids and now they are out of the way until I am ready to tag!

SUPPLIES NEEDED TO PURCHASE TO TAG:

* Zip lock bags both small and large - socks, games, toys, small wares.
* Clear packing tape - to seal zip locks or to tape tags to a flat surface of game or toy
* A shoe box to hold these essentials - scissors, pens, hole punch, paper cutter if you have one, & zip ties small 4 “ and large 7 + inch
* Note pad to record - tagging totals $ prices
* Card stock paper - now this is where you have options - 675, 67, 0r 110 lb - the lighter weight costs less - but some printers use different weights better than others. Staples sells 250 count stack of 67 lb card stock for $15.00 + and you get 10 tags per page - makes each tag cost a penny a piece.
* Select a color- white, off white, beige tags are donated to our charity partner if not sold on full price or half price days. Pastel colors are picked up after the sale.
* HINT -Pick up a variety pack in case you want to donate some and pick up some items.
* A Computer to print these tags. Try a library or friend if you don’t have a computer.
* Wire Hangers - Dry cleaners, ULINE.com or craigslist if you don’t have enough

## NOW THAT YOU HAVE ALL OF YOUR ITEMS SORTED IN BOXES AND YOUR ESSENTIAL TAGGING ITEMS WHAT IS THE NEXT STEP?

* Clear off a table in the house, one that you know you can use for a couple of days without worrying about cleaning up until the whole project is complete.
* Once you have a location in your home picked out, get all of your bins of items together and start sorting items By PRICE.
* SHORTCUT - Once you have created piles by price, count your total number of items and write it down on your pad of paper, you will use this to print tags.
* Log into [www.kxcharleston.com](http://www.kxcharleston.com) - go to SELL - enter your consignor # and password you set.
* Once in your back office click ORDER BARCODES
* A screen will come up and ask you what dollar amount, how many and if you will allow your items to go to half price day.
* SHORTCUT - BATCH PRINT - One great benefit of Kids Exchange tagging system is that it allows you to bulk print because we are not in inventory mode. So if you have 10 items that are $1.00, 18 items that are $5.00, etc, you can order at one time and print a batch of tags all at one time.
* Once your batch is printed - Cut sheets in half and hole punch while in vertical strip of 5 - then cut individual tags and place in zip locks sorted by price.

PRICING - IF YOU OVER PRICE YOU WILL BE PICKING UP OR DONATING, IF YOU UNDERPRICE YOU DON’T BRING AS MUCH CASH HOME!

* Check out the pricing sheets on our facebook page - suggested pricing ideas based on retail retail pricing, resale value and condition.
* Use ebay or craigslist to get an idea of what others may be charging for the same item.
* Consider what you are willing to pay for the item.
* Don’t forget to handwrite a brief description so that if your tag is separated from your item we can match them back - no items are sold without a tag!

DONATE OR PICK UP?

* Donated items are given to our charity partner Lowcountry Orphan Relief. Your items are a blessing to abused and neglected children and families all over the Lowcountry. If you have items that are donated you will receive a tax donation form from LOR and it comes in the envelope with your check. We wait 2 weeks to mail checks so that we can find out if we have had any bounced checks written. Once the 2 week hold is over - we promptly mail your check and form.
* The sorting process for items to be picked up is hard work and is done by volunteers so please do not donate after the sale if you have printed on color tags. Our donations to LOR are picked up before the consignor pick up so we will not be able to donate on your behalf after that charity pick up.

Happy Tagging! Kimberly

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