

# St. Peter & St. Paul Children's Consignment Sale Seller Instructions

1. Use only the tags provided on our web site. **Please Note:** We will be strictly enforcing the use of our tags and tally sheets. Failure to do so will result in a \$20.00 fee.
2. All tags must be **safety pinned** to the top right corner of the item with the hanger facing the left side. No straight pins or staples please.
3. Put your seller id # and item number from the tally sheet on the tag. If you want your item returned, check the "return to seller" blank on the tag. Consider donating any unsold items to charity. You will receive a tax donation letter.
4. Circle "boy" or "girl". Size and price the item. Please do not use small, medium or large and where possible and be sure to note things like slim, regular or husky. **Label sets "2 piece set" in description and safety pin both pieces together.**
5. Tally sheets should be filled out listing all items to be sold and your asking price. The tally sheet/item number goes on each tag. The completed tally sheet will be returned to you with your check.
6. **Be sure all tags are securely attached and completely filled out. We cannot sell items without tags.**
7. Long pants and shorts should be safety pinned to the top of the hanger. We recommend shoes be in a clear zip lock bag with one tag securely taped on the inside of the bag and another tag taped inside one shoe and labeled 2<sup>nd</sup> tag. Shoes must be in good condition. **There is a six pair limit per seller.**
8. Toys must be in good working condition and have all working pieces. **Toys that require batteries will have a better chance of selling if they have batteries in them.** Toys with small pieces should be in clear plastic baggies and stapled closed to help keep all the pieces together. Please include an extra tag inside each bag labeled 2<sup>nd</sup> tag to avoid missing tag problems. Sorry, stuffed animals are not accepted. **Don't sell items that are broken, have missing pieces or simply don't work. Be fair to our buyers.**

9. The following items will **NOT** be accepted:

Stuffed Animals

Underwear

Maternity Clothing

Off Season Items

10. Prices should be between garage sale and consignment store prices. For example, a girl's long sleeve top would be \$1.00-\$3.00. Pants \$2.00-\$5.00. Dresses \$2.00-\$6.00 or more if they are special occasion dresses. Baby bathtub \$2.00-\$4.00. Remember that you want to sell as many items as possible so please price your items competitively.

11. We offer a boutique rack to feature special holiday attire. Placement on the racks is at the discretion of committee members.