

## Seller Checklist

- Hangers are facing the correct direction (open to the left like a question mark)
- Tags are hung on the right side of the clothing, if you are looking at the clothing article. (Same place as always)
- Tags are hung from ONE safty pin horizontally in TWO holes punched in tag
- Tags are printed on cardstock
- Tags have been highlighted with appropriate seller number color. See page 2.
- Fasten tags to bags securely with shipping tape, or by pinning tags inside bag, then sealing shut with shipping tape
- All items are in size and gender order
- You have a drop off time
- You have a work shift, if working
- Your drop off time is NOT during your work shift
- Look over tags and make sure all areas are filled out correctly
- All items entered and all tags printed by 3pm Wednesday before the sale
- Recall Information Sheet** is attached to each car seat, crib, and pack n' play (available on our website)
- You are not selling any of the below items:
  - \*Children's jewelry
  - \*Stuffed animals (including Beanie Babies and Webkinz)
  - \*Dolls with buttons, eyes, noses, or other small parts that are not securely fastened
  - \*Pacifiers
  - \*Toys that are easily broken into small parts (flimsily made, might break easily)

I agree that I have completed this checklist and that Lil' Lambs Closet is not responsible for lost or stolen items.

Name (Print) \_\_\_\_\_ Seller number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTENTION: ADDITIONAL REQUIREMENT FOR TAGGING ITEMS**

In order to aid in the sorting process of items at the end of sale and help ensure that all items not sold are returned to the correct consigner, Lil Lambs is implementing an additional requirement for tagging.

**Consigners will need to circle, with a marker or high-lighter, their SELLER NUMBER on EACH item's tag with the corresponding color listed below:**

- Consigners with seller numbers 34-125 will circle their seller number in **PINK**
- Consigners with seller numbers 126-500 will circle their seller number in **GREEN**
- Consigners with seller numbers 501-900 will circle their seller number in **ORANGE**
- Consigners with seller number 901 and above will circle their seller number in **BLUE**

PLEASE REMEMBER, this is based on your **SELLER NUMBER**, not each individual item number. Below is a sample tag with arrows pointing toward the seller number.

00 PIN HERE 00

29 0 Miscellaneous

**SAMPLE TAG**

www.lillambscloset.com

D Item #: \$1.00  
153

29 \$1.00 No Disc

You will only be using one color marker for all of your tags and it will correspond to the color listed in the chart above. This is easiest to accomplish by circling the **SELLER NUMBER** before you place your tags on items, but can be accomplished at any time during the tagging process.