

## CONSIGNOR TO DO LIST

*A consignment volunteer will call you to the back room to check in your items.*

*Please be completely ready when called....*

1. Double check your items at home. They must be new or gently used---no spots, stains, wrinkles, odor, pet hairs, dust, grease, chips, or missing parts.
2. Refer to the new packet of information for acceptable items & seasonal clothing.
3. Fill out your consignment sheet at home as *we have no room for you to do this at the store!*
4. Print or write neatly. Be brief but specific with sizes and descriptions of each item.
5. Use the current form dated 1/26/2010—you are welcome to Xerox extras or take some from the store.
6. Have your clothing hung on store hangers. Hangers will be available on a rack outside our store on consignment days. Take some with you each week for the next week.
7. Use a ball point pen or fabric pen to write your consignment # on all light colored clothing labels & store tags. Remember to do this on both pieces of a two piece suit, etc. (We will label any dark tags for you.)
8. When called to the back room, please sign in on the clipboard. Include your consignment # and the time you were called.

Thank you for your consigning with The Bargain Box!

January 25, 2010

The Bargain Box

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(Forms are available on our website!)