

CONSIGNOR "TO DO" LIST

AT HOME, before you come to the store:

1. Refer to the current information packet for acceptable items & seasonal clothing.
2. Double-check your items. They should be new or very gently used with no wrinkles, stains, tears, broken zippers or jewelry clasps, missing buttons or earring backs, cigarette, mildew or cooking odors, pet hair, dust, grease, chips, or missing parts, including batteries, bulbs, lamp shades or electric cords.
3. Fill out your consignment sheet. Use the current form dated April 1, 2011. Print or write neatly. Be brief but specific with sizes and description of each item.
4. Pricing: you have three options--you may list prices for your items*, a volunteer can help you price them, or you can allow the volunteers to price them for you.
*If we feel your price is too low or too high, we will advise you.
5. Use a ball point pen or fabric pen to write your consignment number on the front of all light colored clothing labels and paper store tags. Remember to label all pieces of a multi-piece outfit. We have a special pen for you to label dark tags.
6. Put your bric-a-brac in a bag or box that you can leave with us. Pack your clothing items carefully so they don't get wrinkled on the way.

WHEN YOU ARRIVE between 10 am and Noon:

7. Have your form completely filled out. Forms are available on the consignment cart outside. Our sales counter or back room table is not to be used for this.
8. Hang your clothing on store hangers according to the type and size of the garment. Hangers are available on a labeled rack outside.
9. When completely ready, sign the clipboard with your consignment # and time.
10. A volunteer will call you in turn to the back room to check in your items.
11. Out of respect for our volunteers' time, late arrivals will not be accepted.

AS YOU LEAVE:

12. Take a form to fill out for your next visit. Feel free to make copies for your use.

Thank you for consigning with The Bargain Box!

Bargain Box Consignments 2011

Thursdays and Fridays, 10 - Noon

398 Hungerford Drive Rockville, MD 20850

301-762-2242 bargainbox@cecrockville.org

Forms are available on our website: www.christchurchrockville.org