



# how to consign

## **step 1. register**

If you are a new consignor, click on "new consignor registration" on the consign page of our website to register and receive a consignor number. After PayPal processes your \$10 registration fee, you must click "Return to CircleMint, LLC" to receive your consignor number. If you already have a consignor number and login, simply login with your consignor number and password and click on "Register For Our Upcoming Sale." Follow the instructions to register for the upcoming sale and pay the registration fee via PayPal.

## **step 2. identify your inventory**

You can sell anything for children size 0 to 20. This includes baby, toddler, kids, and junior sizes. A comprehensive list entitled "consignable items" is available on the consign page of our website.

Everything must be in (almost) mint condition, that is, new, almost new, or gently loved condition. No stains, tears, scratches, missing buttons, broken zippers, broken snaps, or missing parts. We will not accept items that do not meet these standards.

Absolutely no car seats, cribs, crib mattresses, used breast pumps, and/or recalled items. Check for recalled items on the faq page of our website. Please help us maintain a high standard of quality and only consign items that you would purchase.

## **step 3. prepare your inventory**

All items must be clean. Clothes must be washed and placed on a hanger with hook facing left as you face the item. The hanger hook should look like a question mark (?) when looking at the front of the item.

Use clear zip top bags to keep items clean and together, especially if an item, game, or toy consists of multiple pieces.

Use masking tape or blue painters tape to seal boxes of board games, puzzles, or any other boxed items. Please do not use packing tape which tears boxes.

If an item requires batteries, include working batteries in the item when you sell it so shoppers can test the item.

## **step 4. enter and price your items in the inventory management system**

Login to our inventory management systems by clicking on "consignor login" on our website and then entering your "Consignor Number" and "Password." From the "Consignor Homepage," click on "Work with Consigned Inventory." From the "Consignor Item Entry" window, click on "Work With My Consigned Items." For each item, you must enter category, size, description, and price.

When you enter price for each item, it is imperative that you PRICE TO SELL! As a general rule, price your items at 1/4 to 1/3 of the original retail price. New items with original tags can be priced a bit higher. See our "Suggestions for Pricing" document for more details on pricing.



Be sure to specify if you want to Discount or Donate the item by checking the appropriate box. Discount means you want your items to go on sale during 50% off Sunday and Donate means you want to donate your items if they do not sell. Note: you can generate a report of your donated items after the sale for tax purposes. If you do not donate your items, you must pick up your unsold items during the designated pick-up time on Monday. Items NOT picked up during the designated pick-up time on Monday will be donated to charity, even if items are not specified as Donate in the inventory management system.

### **step 5. print / affix tags**

After you have entered all your items, you are ready to print tags. Login to the inventory management system and click on "Work With Consigned Inventory" and then click on "Print All Tags." If possible, use card stock. White cardstock paper 60-67 lb works best. Regular printer paper will tear easily. Tags will print 6 to a page. Cut your tags to the appropriate size with the barcode completely visible on the tag and affix the tag to its corresponding item.

Use a safety pin or tagging gun to affix your tag to the garment. **\*Make sure to affix the tag to a seam or inconspicuous place to prevent any damage to the fabric.** Use safety pins that are 1" to 1 ¼" in length. Don't fold pants on hangers. Instead use clips or safety pins to hang pants without folding them on hangers. The same rule applies to shorts. The hook of the hanger should point to the left as you face the item. The hanger hook should look like a question mark (?) when looking at the front of the item. Tagging guns can be purchased on amazon or through CircleMint. Contact [doreen@circlemint.com](mailto:doreen@circlemint.com) if you would like to purchase one.

Keep shoes together with zip ties or ribbon and hang tag from zip tie. Use scissors or a hole punch to make a small hole in tag.

Use zip ties and zip top bags to keep toys together. Hang tag from zip tie using scissors or a hole punch to make a small hole in tag.

Blue painters tape works best for books, DVDs and CDs. Tape tag to the back of these items and make sure barcode is completely visible.

### **step 6. drop off inventory**

Separate items by gender and sort by size to drop off your inventory. Come during designated drop off hours. During this time, we will screen all items to make sure they are in (almost) mint condition. We reserve the right to inspect and refuse items that do not meet the standards above.

### **step 7. get paid**

Receive a check for your proceeds via mail within two weeks of the event.

## how to consign. it's as easy as 1-2-3!

- 1) Clothes must be washed and placed on a hanger with hook facing left as you face the item.
- 2) Enter & price your items in the inventory management system.
- 3) Print & affix tags on the garments using safety pins or a tagging gun. As you face the garment, affix your tag to a seam or inconspicuous place to prevent any damage to the fabric. Do not fold pants on hangers.

The best locations to affix tags:

