

TAGGING INSTRUCTIONS

****Please refer to the Sale Guidelines on our website <http://www.consignwithfumc.com/saleguide.html> for information about unsafe and recalled items that we can not accept for consignment. Use the link provided to search the government list of recalls, including toys and baby equipment.****

Stop by anytime during our drop off dates and times listed on the Consigner page of www.ConsignWithFUMC.com. Be sure to bring any unused tags, pins, or hangers with you for us to recycle.

CLOTHING:

CONSIGNMENT NO.: _____

- 1 Check clothing for stains, tears, missing buttons, etc. All items must be clean, pressed, and in excellent condition.
- 2 Pin sale tag (with safety pin) securely to the clothing tag or seam so that it is easily visible from the front. **IMPORTANT – Pin only the upper portion of the tag – DO NOT** insert pin through the bottom portion of the tag or **tape over** the bottom part of tag.
- 3 Put clothes on hangers and pants on pant hangers. Hang clothes on hanger so that when looking at the front of the garment, the open side of the coat hanger hook is on the left (similar to a question mark ?)
- 4 Hangers will not be returned. You may pick up extra hangers at the drop off site.
- 5 Bundle similar size items together with a rubber band – separate boy and girl items.

LOOSE ITEMS (toys with small parts, shoes, hair bows, etc.)

- 1 Place in Ziploc bag and attach tag to outside of bag using strong clear tape
- 2 **Tape only the upper portion of the tag** – do not tape bottom portion of tag.

LARGE ITEMS (strollers, large toys, etc.)

- 1 Attach tag to item using strong clear tape or use tags with string tie.
- 2 **Tape only the upper portion of tag.**

FILL OUT TAGS IN THE FOLLOWING MANNER:

Complete the top and bottom portions of the tag – otherwise, you may not receive credit for items sold.

No. – Your assigned consignment number

Style – (Optional) Information such as number of clothing pieces, short description

Price – Selling price (no items priced below \$0.50 and price items in 50 cents increments)

Size – Please use numeric size (3-6 months, 2T, etc.). NOT S, M, L! No clothing over size 12.

Items Not eligible for Half Price Sale - Place an "X" on the back of the tag on both the top and bottom portions of the tag.

We will again have a ½ price sale during the last hour of the sale. All items will be half price unless tags are marked with an "X" on the back. See example below. Please ensure your tags are properly marked.

No. 123
Style Gymborsee-2pc.set
Date _____
Price \$6.00

SIZE
12-18
mos.

No. 123
Style Gymborsee-2pc.set
Date _____
Price \$6.00

SIZE
12-18
mos.



Please note: For clothing items with more than one piece, put a tag on each item containing your consignment number and size. Put the price only on one tag and place this tag on the top item. For example, for a shirt/pants outfit, put a tag on each but only put the price on the tag attached to the shirt. Note on the tags that it is a two-piece item. To minimize problems, we also ask that you code multiple piece times. On your first multiple piece garment, put the letter A beside your consignment number for all pieces related. On your next multi-piece item, use the letter B. Continue using alpha codes A-Z, then AA-ZZ if necessary.