

Consignor Checklist

Before arriving at check-in, please ensure you are prepared by reviewing the following:

- Last minute check for stains, tears or otherwise faulty merchandise
- All items have tags securely attached
- Multiple-piece items are tagged appropriately and secured together so pieces are not separated
- Ziploc bags are taped at the top so items cannot be removed
- Sort clothing by gender and size. Rubber bands are helpful to secure a batch of hangers while en route.
- Clothing items are hung correctly on the hangers
- If picking up unsold items, bring box, clearly marked with your consignor number
- Identify your Resort Code on the bottom right of your tag. This indicates Saturday pick up time for unsold items.

Questions?

Refer to [**“How to Prepare Your Items for Sell”**](#)

Thank you for your help in making this sale a success!