



Drop-off Form

Consignor # _____

- Name: _____
- If you are volunteering, please write the total number of hours you've schedule for this sale: _____
- **Unsold item pick-up: Sunday (02/11/18) 5pm-7pm. Any items not picked up by 7:01pm will be donated. NO EXCEPTIONS!**
- **Please let us know if you have any small items priced over \$20.**
- Please list all names of people you authorize to pick-up your **unsold items and consignor proceeds check:**

Do you have any concerns we have not addressed?

Consignor Checklist for Drop-Off:

- I am not bringing more than 300 items. If I am bringing more than 300 I have paid an additional seller fee.
- I have checked to see if any of my items have been recalled.
- I have scheduled my drop-off appointment or know what time I can take my items to the sale.
- My hangers' hooks are facing left, like a question mark. (?)**
- Snaps are snapped; zippers are zipped; buttons are buttoned. Everything looks nice, clean and ready to sell.
- Items are grouped by gender and size
- I have checked my items for any stains or defects.
- I have not written on any tags.
- All tags are printed on white cardstock.
- Tags are hung correctly and securely.
- Toys requiring batteries have working batteries and are in good working condition.
- If I am selling a car seat or infant carrier, I have filled out a Car Seat Checklist.

Do not fill out information below this line. For Staff Only:

Total # of Items on seller report (does not mean how many items were actually dropped-off):

Total # of items not accepted at drop-off: _____