

3 Little Monkeys Inventory Preparation Guide

Properly preparing your items before drop-off helps check-in move smoothly and makes shopping easier for our customers. The cleaner, better organized, and better presented your items are, the better chance they have of selling. Before you begin entering inventory, gather your items into one area and sort them by category and size. It is usually easiest to enter similar items together in the online inventory system, so you do not have to keep changing the category, size, and description fields.

Start Here: Quick Prep Checklist

- Items are clean and in good condition.
- Clothing is free of stains, holes, excessive fading, pilling, missing buttons, and strong wear.
- Toys, games, equipment, and electronics are complete and working.
- Battery-operated items have working batteries installed.
- Items with multiple pieces are securely attached together.
- All baby equipment, car seats, cribs, and large items have been checked for recalls.
- Tags are printed on **white cardstock only**.
- **Barcodes are sharp, clear, and easy to scan.**
- Clothing is placed on hangers correctly.

NEW
You can enter your items with voice entry!

3 Little Monkeys

Work With Consigned Items (Active Inventory)

Items you are planning to bring to our upcoming sale. Your tags will be printed exactly as you enter your items here. Fields marked with an asterisk (*) are required. For the best experience, avoid using the BACK button in your browser while working with inventory.

Things To Remember:

- Only items you plan to bring to our upcoming sale (active items) are listed here. Click the 'activate' button to add items from past sales.
- You can quit a sale at any time.
- You must enter a price of at least \$1.00 and you must enter prices in one-cent increments.

Category*
Accessories

Description Line 1 (24 characters max)*
Gymboree blue shorts

Price*
1.00

Size*
0

Description: be specific "Gymboree blue shorts"

Price

DISCOUNT item for 50% Off Sale

DONATE item if it doesn't sell

Submit Item

Check/Uncheck All **Inventory Icon Legend** **Inventory**

Items: 0 Value: \$0.00

☐ Only the last 5 items you have entered are shown below. Check this box to show all items.

Tagging Requirements

Tags must be printed on white cardstock only. Please make sure your printer is calibrated if needed. The barcode must be sharp and clear so it can scan properly at checkout.

If you are using a **laser printer**, please choose "cardstock" or "thicker paper" as your paper type so the printing does not peel off.

Tags may be attached with safety pins or a tagging gun. **If you use a tagging gun**, please tag carefully into a seam or clothing tag. Do not tag through the middle of the fabric, as it may leave a hole.

For books, puzzles, and similar items, be careful with tape. Some tape can damage the surface or pull the picture off. Removable Scotch or wall safe tape, or painter's tape works best.



Supplies You May Need

- Safety pins
- Packing tape
- Painter's tape
- Saran wrap for puzzles
- Zip ties
- Ziplock bags
- White cardstock
- Batteries
- Hangers

Clothing, sports uniforms, leotards, coats, and swimwear must be on hangers when dropped off.

- **Newborn through size 5/5T:** use plastic infant hangers when possible.
- **Size 6 and larger:** use full-size hangers or 13" teen-size hangers. Wire hangers are preferred for larger sizes.

SIZES: NUMERICAL ONLY NO S, M, L, XL for KID'S CLOTHING! Women's/Men's: can be numerical or S, M, L, XL, 2XL, 3XL
0-3 Months , 3-6 Months, 6-9 Months, 9-12 Months, 12-18 Months, 18-24 Months, 2, 3, 4, 5, 6, 7, 8,10,12, 14,16, 18
Juniors for girls 00, 0,1,3,5,7,9 and 13 or XS, S, M, L, XL

****NOTE: please size infant items according to the **second number** in the size. For example, an item that is marked *6 months* would be size *3-6 months******

Hanger Instructions

All clothing items must be on hangers. When looking at the front of the item, the hanger hook should look like a question mark: ?

Pants are best hung on pant hangers. If you are using wire hangers, please pin pants to the top bar on each side of the hook. If pants are pinned to the bottom bar, they tend to slide and do not show well.

Sets and outfits usually sell better than single pieces. You may hang the top and bottom on one hanger. If you use two or more hangers for one outfit, please secure the hangers together with a zip tie or cable tie so the pieces do not become separated.



Important Bagging Reminder

If you are using bags for shoes, toy pieces, small items, books, DVDs, puzzles, or similar items. You may tape the tag to the inside or outside of the bag depending on the item, then tape bag to prevent contents spilling out or little shopper's hands taking them apart.

Category Guidelines

Infant Equipment

Infant equipment is a big seller at our sale, but it must be extremely clean, safe, and in working order.

We accept:

- Strollers
- Infant carriers
- Slings
- Backpacks
- Nursing pillows
- Play gyms
- Highchairs
- Bouncers
- Swings
- Bathtubs
- Potty chairs
- Play centers
- Exersaucers
- Car seats
- Walkers
- Other infant equipment

It is very important that ***you check infant equipment for recalls*** before bringing it to the sale. Please search your items for product recalls before drop-off.

Scan QR code or type site below to go to check

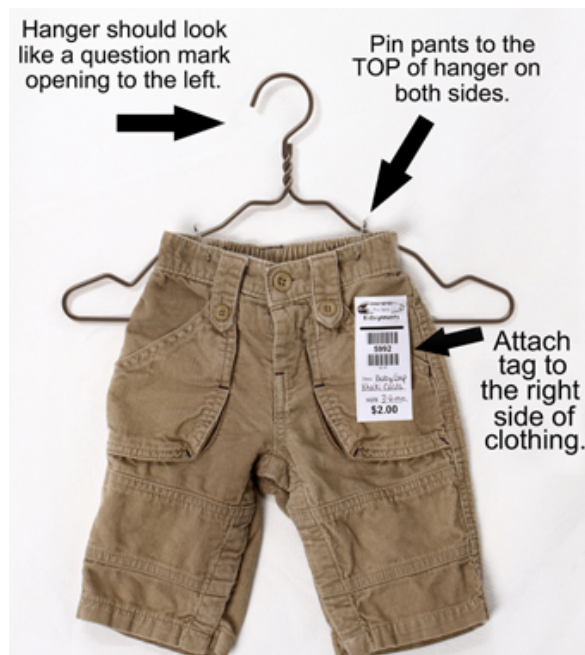
www.cpsc.gov/Recalls



Clothing

We accept clothing for all seasons. There is a \$2.00 minimum price. If an item is not worth \$2.00 by itself, please pair it with another clothing item. Outfits and sets usually sell better than individual items, and you are welcome to mix brands to create an outfit.

- Check clothing carefully for stains, holes, excessive fading, excessive pilling, fraying, missing buttons, dated styles, strong wear, or flaws.
- Please only tag clothing that meets our sale standards.
- When entering clothing into inventory, use the most accurate size. If you are combining different sizes in one set, note that clearly in the description field.
- All clothing must be on hangers. Do not bag clothing items.



Shoes

We are very selective with shoes. Shoes must be in like-new or excellent used condition. Please clean both the tops and bottoms of shoes before drop-off.

- Shoes must be secured together by tying the laces, pinning them, or using a zip tie.
- Infant shoes may be placed together in a bag. Please do not seal the bag until after inspection at drop-off.
- **ADULT SHOES:** need to be able to try them on. DO NOT BAG! If shoes have no way to be attached together, leave them not attached. Recommended: add piece of painters/masking tape with your consignor # and item # written with sharpie.



Toys and Games

Toys are popular year-round at our sale. All toys must be clean, complete, and in working order. If a toy requires batteries, it must arrive at drop-off with working batteries already installed. **Please seal the bags with clear tape!!!**

- Toys with additional pieces **must have those pieces placed in a bag and securely attached to the main toy.** It's recommended to attach copy of the tag to the bag also in case they get separated. Alternatively, you can write consignor # and item number on painter's tape and put on second piece.
- Games must include all pieces, directions, and the original box. If directions are missing, you can often find the rules online through the manufacturer's website and print a replacement copy.
- Please only tag toys and games as complete if you have personally checked that all required pieces are included. small items such as action figures, infant toys, and similar items may be grouped together in a bag.
- We only accept stuffed animals that are easily recognizable characters, Build-A-Bear animals, or animals that do something such as talk, play music, or move.



Books, Puzzles, DVDs, Video Games, and Computer Software

Please check these items carefully before tagging.

- Video games and computer software must be in good working condition.
- Puzzles must include all pieces. Please count the pieces before bringing them to the sale. Saran wrap or bag puzzles to prevent pieces from being lost.
- Books must be in good condition, with no torn pages, excessive writing, or damage.
- DVDs must work properly, should not be badly scratched, and must be in their original case.
- Be careful when attaching tags. Some tape can damage books, puzzles, and covers. Removable scotch tape or, or painter's tape is usually best. Books can be bagged or tied in crisscrossed style (do not use knitting yarn since it's easily breaks)
- If grouping books, DVDs, Puzzles together in a plastic bag, tape the tag to the outside of the bag.



Bedding

We are asking consignors to prepare bedding in sets whenever possible because bedding sells better that way.

- We do not accept free hospital receiving blankets.
- We do not accept single bedding items that do not sell well on their own.
- Examples of bedding sets include two or three crib sheets together, a dust ruffle paired with a matching sheet, multiple receiving blankets grouped together, or a comforter/duvet with matching shams or sheets.
- If bedding items can be hung, please hang them. Smaller bedding pieces usually do not sell well in plastic bags.
- New-with-tag bedding may be sold individually if it is in the original packaging.
- For a crib set, toddler bedding set, or similar larger set, a large clear plastic bag is preferred. A photo of the complete set taped to the outside of the bag may also help it sell.

Furniture

Children’s furniture is often in demand.

We accept:

- | | | |
|-------------------|------------------------|------------------|
| • Cribs | • Dressers | • Gliders |
| • Cradles | • Bookshelves | • Rocking chairs |
| • Play yards | • Armoires | • Toddler beds |
| • Bassinets | • Desks | • Twin beds |
| • Changing tables | • Table and chair sets | • Bunk beds |

You are responsible for assembling furniture items at drop-off if feasible or provide a picture of what it looks like assembled. Please check cribs carefully for recalls. **We do not accept drop-side cribs.**

Outdoor Play Equipment and Large Toys

Outdoor play equipment and large toys should be reasonably clean and drained of water.

- | | | |
|--------------|----------------|-----------------|
| • Swings | • Water tables | • Wagons |
| • Slides | • Ride-on toys | • Tables |
| • Sandboxes | • Bikes | • Play kitchens |
| • Playhouses | • Trikes | • Work benches |

Please make sure all pieces are included. A little time with a Magic Eraser or cleaning cloth can help these items look much better and increase their chance of selling.



We recommend for items with multiple pieces or accessories, please add a piece of painter’s tape or removable Scotch tape to each extra piece.

Write your consignor # and item # clearly with a Sharpie.

This is especially important for large items, outdoor toys, and anything with loose parts.



What We Do Not Accept

Safety and Recall Items

- Recalled items
- Out-of-date car seats
- Drop-side cribs
- Breast pump accessories unless new
- Items that are not tagged correctly

Clothing and Shoes

- Clothing that is stained, flawed, excessively worn, or out of style
- Shoes that do not meet our standards
- Used underwear
- Holiday T-shirts with a year on them that is not the current year

Bedding and Bags

- Hospital receiving blankets
- Homemade blankets, including crocheted or tied fleece blankets
- Single bedding items that do not meet bedding guidelines
- Used twin or full sheets unless they are part of a bedding set, such as with a comforter, duvet, or shams
- Free diaper bags given away by formula companies

Toys, Equipment, and Media

- Toys that do not work
- Toys that are missing crucial parts
- Happy Meal toys
- Equipment or toys that require batteries but do not have working batteries installed
- VHS tapes

Battery requirements do not apply to items that are new in box.

Common Reasons Items Are Removed

- Stains and Holes
- Excessive pilling or fading
- Broken or missing parts
- Missing directions
- Non-working batteries
- Unclear or unscannable barcodes
- Tags printed on regular paper instead of cardstock
- Incorrect tagging
- Incorrect hangers or clothing hung the wrong way
- Recall or safety concerns

Flawed, stained, broken, or incomplete items that are not noticed at drop-off will not be placed on the sales floor. They will be returned to you at pickup unless they are marked DONATE.

Items marked DONATE will be donated if appropriate or discarded if they are not suitable for donation

Final Reminder Before Drop-Off

- Are all tags printed on white cardstock?
- Are barcodes clear and easy to scan?
- Is clothing hung correctly with the hanger like a question mark?
- Are shoes clean and secured together?
- Are toys complete and working?
- Are batteries installed where needed?
- Have you checked baby equipment, car seats, cribs, and large items for recalls?



Thank you for taking the time to prepare your items carefully. Well-prepared items help create a better sale for shoppers, consignors, and volunteers.

Pricing Tips

Here's the scoop. **Price it to sell well at full price**, then mark it to discount! It's out of your house. Let's sell it and bless some other people with it. Just take the emotion and sentimentality out of it and try not to be offended by our recommendations!

Here's my favorite piece of advice about pricing: **Don't overthink it and don't "think" about every piece!** Gather your clothing items into a "stack" sorted by size from smaller to bigger. Pick up the one on top and decide on a price for it based on the suggestions below. Now pick up the next item—and ask yourself is it about the same price, a little less, or a little more? Place it accordingly. You'll wind up with 3 stacks of items at 3 good price points! Done! (you probably have a few items that are a lot more and maybe a few that are a lot less and you can "think" about those but this is a great shortcut that takes most of the mental work out of pricing!

ITEMS IN HIGH DEMAND

We sell 95% of these items!

Baby Gear | Nursery Furniture | Large Toys
(Playhouses, Power Wheels, Kitchens, Wagons)

**High demand items, in like-new condition can be priced 35-50% of retail*

PRICE AT
30-35%
OF RETAIL

OTHER ITEMS

Shoes | Maternity | Toys | Books | Games | Puzzles
Sports Equipment | Electronics | Home Decor & More!

PRICE AT
25-30%
OF RETAIL

CLOTHING BRANDS INCLUDE, BUT ARE NOT LIMITED TO, THE EXAMPLES BELOW:

EVERYDAY		NAMEBRAND		PREMIUM	
BURT'S BEES	GENUINE KIDS	ZARA BABY	PATAGONIA	MILKBARN	TEA COLLECTION
HONEST BABY	CHICK PEA	H&M	CREW CUTS	HANNA ANDERSSON	KYTE BABY
CHILDREN'S PLACE	CHILD OF MINE	NIKE	MINI BODEN	SPEARMINT LOVE	LITTLE SLEEPIES
FIRST IMPRESSIONS	CHEROKEE	ADIDAS	CHAMPION	JANIE AND JACK	MAGNETIC ME
CAT & JACK	GERBER	GAP	NORTH FACE	POSH PEANUT	CADEN LANE
CLOUD ISLAND	OSH KOSH	POLO	UNDER ARMOUR	KICKEE PANTS	SWEETHONEY
CARTER'S	CRAZY 8	RALPH LAUREN	RUFFLE BUTTS	KATE QUINN	QUINCY MAE
JUST ONE YOU	OLD NAVY	CROWN & IVY	COLUMBIA	ANGEL DEAR	GIGI & MAX
PRICE AT 20%		PRICE AT 25%		PRICE AT 30-35%	

As a general rule, Consignors will want to price their items from 1/4 to 1/3 of their original price. If your item is a name brand or boutique, you can price closer to 1/3 of its original price. Please note this is "OF" 'with only one F. 30% of a \$10 item is \$3. **NOT 30% off** (that has 2 "f"s and would incorrectly overprice the item at \$7)

Take all the rules and suggestions out of it and there is still an easy way. Ask yourself this question while pricing:
"What would I be willing to pay for this used?"

A quick note for consignors who have boutique items to sell: we have both consignors and customers who bring and seek out these items. Please keep in mind the brand and condition of the item. Boutique brands generally start at \$10 and go up from there. If you have any questions, please do not hesitate to reach out on our consignor Facebook group or contact us at 3littlemonkeyssale@gmail.com

The consignors who earn the most money have items priced in the ranges of \$5.00 - \$15.00 and generally bring a lot of items to sell. A few high quality items will really add up quickly! Always keep in mind that your GOAL is to SELL your items, otherwise, you or our donations partners will be taking them home with you at the end of this sale, so be careful to not overprice.

Exceptions to the rule are outdoor play equipment, strollers, furniture, pack-n-plays, etc. For these items, depending upon condition consignors can price around ½ of original retail.