

SELLER DROP-OFF INSTRUCTIONS

THE KIDS KLOSET
Consignment Sales

(Please Read Before Arriving)

At Drop-Off

1. Sign In

- ✦ Sign your name — this confirms the sold item count listed next to you.
- ✦ Verify your email address for your paypal commission payment

2. Issues With Sold Items

- ✦ Bring the buyer tag and review with the Manager on Duty.
- ✦ They must log any discrepancies.

3. Sort Items

- ✦ Place your sold items into the correct buyer bags at the venue.
- ✦ Large items that don't go in bag are put in a separate area by the door

4. Save Time — Use Buyer Codes (Highly Recommended)

- ✦ Bag/box items by the first letter of the Buyer Code.
- ✦ Example: Buyer Code ABE675 → goes in “A” bag with all other “A” codes.
- ✦ This speeds up sorting into buyer bags.

What You Can Do During the Sale to Save Time After

Organize Entered Items by Item Number at home

- Use bins, boxes, or piles.
- Clearly mark them each with the item number ranges inside.
- This will help you find the item using the item number on the tag or report

✓ **Tip: The more organized your items are, the faster you'll be in & out on drop-off day!**