

# Bella KIDS Consignor Cheatsheet

1

## REMEMBER YOUR CONSIGNOR ACCOUNT INFO:

Consignor # \_\_\_\_\_ (Our system is case sensitive)

Username: \_\_\_\_\_ PW: \_\_\_\_\_

2

## MAKE A CONSIGNOR SUPPLY KIT & START SAVING HANGERS!

Gather supplies you'll need :) to save time tagging at Dollar Tree!  
Remember - Sturdy, White Cardstock is REQUIRED to print tags!

✓ TAPE ✓ TWINE ✓ ZIPTIES ✓ MASKING TAPE ✓ STORAGE BAGS

3

## GATHER YOUR BEST ACCEPTED ITEMS!

Start with the LARGEST items that take up the most space in your home. Next, tackle the most "troublesome" room. (ie. kids' closet, playroom, or basement.) You'll feel accomplished!!

4

SEPARATE ITEMS BY CATEGORY - (ie. Toys, Shoes, etc) This will help save time when entering your items in your account & for a faster drop-off.

✓ **CLOTHING:** Separate first by gender then size (IE. 2T Girls PJ's, Swim, etc)

5

## PREP ITEMS & HANG YOUR CLOTHES!

Use storage bags for toys sets & shoes. Rubberband hangers together to make a set! Keep similar items together so it's faster entering them in your account. The system remembers last entry, so you won't need to change category or size options.

6

## ENTER ITEMS IN YOUR ACCOUNT!

**NEW! EXPRESS Tag** - Fastest method! Simply click & print by price!

✓ For Discount & Donate YES items only!

✓ Handwrite Size/Gender on tag after printing

✓ **PRINT TAGS IN DRAFT MODE ON WHITE CARDSTOCK!**

CONSIGNOR

DEADLINES:

✓ INVENTORY DATABASE CLOSES: **MON 10/13 @ NOON**

✓ DIY DROPOFF APPTS: **TUES 10/14 - WED 10/15 BY APPT**

✓ SUNDAY PICKUP: **SUN 10/19 AT 4:30-6PM (Not Req'd)**

**VIP Presale - Thur 10/16 ! Bella Consignors Shop FIRST!**

Score a FREE Tix (\$20+ value) at your dropoff appt!

