

Bella KIDS EXPRESS CONCIERGE SERVICE

Welcome! We are so excited to have you joining us! Here's a step-by-step checklist to help you prepare & load your car for your dropoff appt!

How to Prepare Your Items for Dropoff!

- 1 **CLEAN & DISINFECT ALL ITEMS. FRESHLY LAUNDRER CLOTHING.**
 - ✓ Freshly Launder all garments. Clean Shoes.
 - ✓ Wash Outdoor toys & items with wheels.
 - ✓ Items with seat covers must be freshly laundered and removed to be grime free.

- 2 **ORGANIZE & HANG YOUR CLOTHING. Do NOT exceed maximum.**

STEP 1 - Separate by gender FIRST, then by size.

STEP 2 - Organize & rubberband together any bundles of items that you want to sell together. Must be same size/style. (Selling in sets increases number of items you consign in one account!)

STEP 3 - Group together by category within the same size.
(ie. 2T PJ'S, 2T OUTERWEAR, 2T BOTTOMS, 2T TOPS, 2T OUTFITS/SETS)

STEP 4 - Rubberband same sizes together, keeping categories together.
(OPTIONAL - label rubber-banded groups with size tag to help us!)

STEP 5 - Box or bag it up IN SIZE ORDER.

- 3 **PREP YOUR OTHER ACCEPTED ITEMS & THEIR PARTS**

Follow Category Limits on Books, Shoes, Games, Arts/Crafts!

 - ✓ Attach Manufacturer Guides to item & include original box whenever possible.
 - ✓ TOY SETS: Place all toy set parts & pieces in storage bag & attach to toy.
 - ✓ SHOES: Place clean shoes in storage bag & label size on bag.

- 4 **LABEL EACH BOX & LARGE ITEM WITH YOUR CONSIGNOR #**
 - ✓ Use blue painters tape to attach on large item. (ie. bikes, mamaroo, gate)

- 5 **PRINT YOUR CONSIGNOR CONTRACT & DROPOFF FORM.**

Bring a signed copy of your consignor contract to your dropoff appointment.
{Completing the Dropoff Inventory Chart is OPTIONAL.}

- 6 **UPON ARRIVAL, PARK OUT FRONT OF BUILDING & CHECK-IN WITH US BEFORE UNLOADING!**
 - ✓ We'll issue you a VIP TIX and assign your account a dropoff area in-store.
 - ✓ PRO-TIP: Bring a wagon to help you bring your items in!
 - ✓ We will INSPECT all items for quality control before you leave.

Then, just sit back & relax while we get to work ENTERING & TAGGING your items!

