



**CONCIERGE**  
**CONSIGNOR**  
**WELCOME KIT**

**GETTING STARTED IS AS EASY AS 1-2-3!**



**CONTACT US WITH QUESTIONS!**

EMAIL US @ [kristi@wnybellakids.com](mailto:kristi@wnybellakids.com)  
CALL US @ 716-440-0524 to schedule  
your concierge drop off appointment.

## **CLEAN OUT YOUR CLOSETS & UPCYCLE!!! GATHER & PREP YOUR ACCEPTED ITEMS!**

**ALL CONSIGNORS MUST FOLLOW these instructions.** During check-in, all items will be inspected and we will REJECT any items not conforming to our standards & prep guide instructions. All items must meet our standard of "NEW or GENTLY USED, BRAND NAME QUALITY, ON TREND & CURRENT.".

### **WHAT WE ACCEPT:**

**Women's Clothing** – BRAND NAME Pants and jeans, skirts, dresses, tops and blouses, sweaters, jackets, active wear, tank tops, shorts, swimsuits, lounge wear (night gowns, pajamas), workout wear, shoes.

**Spring Only Items** – BRAND NAME shorts, flip flops, strappy sandals, summer prints

**Fall Only Items** – BRAND NAME Heavy coats, insulated boots, snow gear, winter gloves and scarves.

**Women's Accessories** – BRAND NAME jewelry, belts, watches, new make-up, new perfumes, new lotions and candles, sunglasses, wallets, purses.

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**If you do not see something discussed on this page and you are wondering if it is ok to sell, feel free to send us an email!**

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### **ITEMS NOT ACCEPTED:**

Please be sure to follow our guidelines to save yourself time and effort in bringing only the items that will sell. Clothing in poor condition or out of style doesn't sell and will be rejected.

NO Business Suits or Business-style blazers

NO Formal wear or wedding dresses

NO Used undergarments

NO Souvenir t-shirts or sweatshirts

NO Cookbooks/Journals in poor condition/bent pages/outdated

NO Used Make-up or Toiletries

NO Knock-offs or fakes

### **CATEGORY LIMITS:**

**Juniors, Women, Plus Size Clothing:** Stylish, brand name clothing!  
**MAX. # OF HANGED CLOTHING ITEMS = 100 PER CONSIGNOR**

**SHOES:** Pick your **10 BEST PAIRS PER CONSIGNOR!**

**ACCESSORIES:** Pick your **10 BEST ITEMS!**

**HEALTH & FITNESS:** Pick your **10 BEST ITEMS!**

**BEAUTY & PERFUME:** Pick your **10 BEST ITEMS!**

**WELLNESS:** Pick your **10 BEST ITEMS!**



**Clothing Brands NOT Accepted:**

We have a commitment to our customers to provide a quality shopping experience. Therefore we cannot accept certain brands of clothing sold at an everyday value from major retailers. It doesn't make sense for our shoppers to purchase an everyday value brand that sells full price for not much more!

**ACCEPTED Brands:**

DEPARTMENT STORE BRANDS	MALL BRANDS	DESIGNER & PREMIUM BRANDS
<b>TARGET:</b> Ava & Viv, Colsie, Joy Lab, A New Day, Stars Above, Universal Thread, Who What Wear	ABERCROMBIE & FITCH, ADDIDAS, AERIE, AEROPOSTALE, ALDO, ALEX & ANI, AMERICAN EAGLE, ANN TAYLOR,	<b>DESIGNER LABELS:</b> BURBERRY, CHANEL, DIOR, FENDI, GIVENCHY, GIORGIO ARMANI, GUCCI, HERMES, JIMMY CHOO, LOUIS VUITTON, PRADA, TOM FORD, VALENTINO
<b>KOHL'S:</b> Addidas, Candies, Chaps, Buchman, Jennifer Lopez, Juicy Couture, LC Lauren Conrad, Nike, Nine West, Rock & Republic, Simply by Vera Wang, Under Armour	BANANA REPUBLIC, BCBG, BENCH, BETSY JOHNSON, BOSTON PROPER, EDDIE BAUER, EXPRESS, FOREVER 21, FRANCESCA'S, GAP, H & M, KENNETH COLE, LANDS' END, KENNETH COLE, LOFT, THE LIMITED, OLD NAVY, PANDORA	<b>PREMIUM LABELS:</b> ATHLETA, ANTHROPOLOGIE, BAREFOOT DREAMS, COACH, DKNY, DOONEY & BURKE, J. CREW, JOE'S JEANS, KATE SPADE, LACOSTE, LILLY PULITZER, LULULEMON, MADEWELL, MICHAEL KORS, NORTH FACE, PAIGE, PATAGONIA, RALPH LAUREN, 7 FOR ALL MANKIND, TALBOTS, TORY BURCH, VINCE, ZARA AND SIMILAR BRANDS.
<b>JCPENNEY:</b> A.N.A., Columbia, Levi's, Liz Claiborne, Nicole Miller, Worthington	<b>BUFFALO THEMED CLOTHING:</b> CURRENT Buffalo Bills, Buffalo Sabres clothing accepted AND Buffalove themes.	

**Please hang clothing on WHITE PLASTIC hangers for all tops. All bottoms need to be hung on pant hangers.**

Have a brand NOT on the list and it seems comparable to one listed above? Email us! [kristi@wnybellakids.com](mailto:kristi@wnybellakids.com)

# HOW TO PREP YOUR ITEMS FOR YOUR DROP OFF!

<b><u>CATEGORY</u></b>	<b><u>DETAILS</u></b>	<b><u>HOW TO PREP</u></b>	<b><u>How we price your items</u></b>
<b><u>Hanged Clothing</u></b> (use white plastic hangers & pant hangers only!)	Juniors & Women Sizes ONLY. <ul style="list-style-type: none"> <li>NEW or LIKE NEW.</li> <li>TRENDY, CURRENT FASHIONS. Nothing over 5 Years Old.</li> <li>Brand Name or Designer labels ONLY!</li> <li><u>Max of 100 clothing items per consignor.</u></li> </ul>	To HANG: HOOK MUST FACE LEFT LIKE A QUESTION MARK. -Pants/Skirts/Shorts/Jeans must be hung on a pants hanger. -ALL items must be FRESHLY LAUNDERED & wrinkle free.	As a general rule, price items 70-85% OFF ORIGINAL price. Think to yourself, what would you pay for it @ our sale? -\$200 Coach purse, barely used. Price to sell @ \$45-60. -\$50 Lucky jeans, worn once. Price to sell @ \$14-16. -\$25 Old Navy jeans NWOT. Price to sell @ \$5-6.
<b><u>Accessories</u></b> NEW WITH TAG ONLY!	NEW WITH TAG ONLY! <ul style="list-style-type: none"> <li>TRENDY, CURRENT FASHIONS. Nothing over 5 Years Old.</li> <li>Brand Name or Designer labels ONLY!</li> </ul>	ACCEPTED ITEMS: -Jewelry & watches -Socks & hosiery, belts -Sunglasses -Spring Only: Sunhats -Fall Only: Winter gear	Pick your 10 BEST accessories and price them @ 20-25% of price paid! -EX. New in Box \$40 Kate Spade earrings. Price to sell @ \$8-10.
<b><u>Shoes</u></b> -Include box for designers or NEW pairs.	MUST BE IN NEW OR EXCELLENT CONDITION. Limited to 15 pairs per consignor.  -TRENDY, CURRENT FASHIONS.	-SpringSale: shoes, sandals Rain Boots, Cowboy boots  -Fall Sale: Shoes, boots, snow gear	Pick your 10 BEST pairs and price them @ 25-30%! -Only excellent condition shoes are accepted. EX. \$200 Tory Burch flat, like new. Price to sell @ \$45-55.
<b><u>Health &amp; Fitness</u></b>	Items in this category must be less than 3 years old!  New or LIKE new condition. No signs of wear or tear.	Accepted items include: BRAND NAME ONLY: fitness gear, electronics (ie. Fitbit), bags, bottles, mats.	Price these items to \$ell! These aren't on the top wanted list of shoppers, so prices need to be reasonable! We recommend 70-85% off retail prices!
<b><u>Beauty &amp; Perfume</u></b>	NEW IN PACKAGE ONLY! Items in this category must be dated less than 1 year old!	Accepted items include: BRAND NAME ONLY: perfume, lotion, makeup, nail polish, candles, etc	Price these items to \$ell! These aren't on the top wanted list of shoppers, so prices need to be reasonable! We recommend 70-85% off retail prices!
<b><u>Wellness</u></b>	Items in this category must be less than 1 year old!  New or LIKE new condition. No signs of wear or tear.	Accepted items include: BRAND NAME, TOP SELLERS ONLY: cookbooks, inspirational books, journals	Price these items to \$ell! These aren't on the top wanted list of shoppers, so prices need to be reasonable! We recommend 70-85% off retail prices!
<b><u>EXTRA TIPS</u></b>	Ask yourself, would you gift this item to a friend? If YES, sELL it with us!	Always securely attach pieces to a set. And include working batteries.	



- 1. REGISTER WITH US!** Go to [www.wnybellachic.com](http://www.wnybellachic.com)
  - We recommend using ONLY Mozilla Firefox when using MyConsignmentManager, our online inventory system.
  - Already registered, you can log directly into your account using [www.myconsignmentmanager.com/wnybellachic](http://www.myconsignmentmanager.com/wnybellachic)
- 2. DOWNLOAD YOUR WELCOME KIT! PRINT OUT ALL NECESSARY FORMS!** Print & read in your emailed welcome kit!
- 3. GATHER YOUR ITEMS & CLEAN THEM UP!** Be sure to review our **ACCEPTED/UNACCEPTED LISTS**. Keep in mind that all items must meet our standard of "BRAND NAME Gently used, excellent quality!" **\*\*Unaccepted items will be REJECTED at drop off!\*\***
- 4. SORT & GROUP:** Now sort all your items by **CATEGORY & SIZE**. When bringing to drop-off, keep them sorted by category & size and group together on hangers for easier store distribution.
  - CLOTHING: separate hanged clothing by tops, bottoms, outerwear, workout, lounge/PJ
  - SHOES: Place together in box/bag.
  - ACCESSORIES: Bag together.
- 5. SIZE & COUNT:** Further sort your clothing by gender then by size. Keep in mind we have a Maximum # of items accepted per category. **Be sure to read the details in Welcome Kit.**

## **CONCIERGE PROCESS** **30% profit method**

### **6. DROP-OFF PROCEDURES:**

- Keep your clothing items **sorted by gender and size** for easy drop-off.

### **7. CALL FOR A DROP-OFF APPT!**

Concierge appointments will be available **STARTING Feb 1st @** our Tagger's Home. We will assign you a tagger to call based on your location. To schedule your drop-off, call Sharon @ 440-0524.

### **8. THE MORE YOU TELL, THE MORE YOU \$ELL!**

The easiest way is to follow our Social Media pages & **SHARE** our events on your page! Follow us on Facebook, Twitter, & Instagram @wnybellachic

### **HELPFUL TIPS:**

- For designer brand handbags and shoes, have a receipt to show price paid? Make a copy and attach to item! Be sure to cross out any personal information, of course 😊
- Donating your unsold items is YOUR choice!
  - Yes means it is going to a very good cause, Dress for Success Buffalo! And you will get a tax donation receipt!
- Should you **DISCOUNT** on **SUNDAY? YES!**
  - We recommend **DISCOUNT: YES!** If your item is still unsold by Sunday, there's a reason for it! Price it Half Off to sell it!

Thank you for joining us!  
Happy Consigning,  
Kristi  
Founder  
Bella Kids & Bella Chic  
[www.716sale.com](http://www.716sale.com)