

Trinity Tots to Teens & Maternity Tagging Instructions

We will not accept the computer generated, barcoded tags used by another area sale.

Step 1 - Take a 3" x 5" white index card and turn it **vertically** to write your information.

Step 2 - Allow enough room at the top to place a safety pin. Ouch! **NO straight pins!**

Step 3 - On the far left side of the card, well under the "safety pin area", write your consignor number.

Step 4-6 - In the middle of the card, write the size of the garment, a brief description, and the price. Use **WHOLE dollars with NO items listed under one dollar.**

Step 7 - If you DO NOT want the item sold for ½ off on Saturday; SNIP off **1 inch** at the **left** bottom corner of the tag. Make it obvious -- if we can't tell at a glance, it goes for half price.

Full price only:



Allow half price:

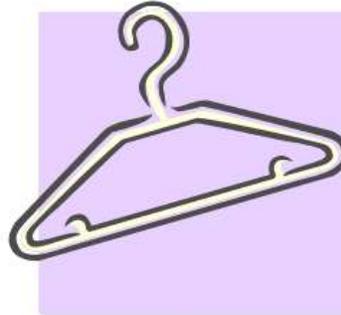


Step 8 - Attach the tag to the upper right hand side of the garment (as you face it) with a



SAFETY PIN.

Step 9 - Place the garment on a hanger with the hanger “neck” pointing LEFT. Pants and shorts work better if they are secured with safety pins to the top “shoulder area” of the hanger. **Does the hanger hook look like a question mark???** Then you have done it correctly!!!



Step 9

Step 10 - Your clothing items must be grouped together by gender AND size. Place a rubber band around the hook part of a group of hangers.

If you would like to sell your **GAME CARTRIDGES, GAME DISCS, AND SO FORTH**:

- Prepare an index card as outlined above. Add a note that the cartridge/disc is at the check out. Tape the card to the game case. Remove all of the game cartridges or CDs from the cases and place in a zip bag clearly listing your consignor number. We will hold these at the cash registers and match them up when they are sold. Your index cards/cases will be displayed on the sale floor.

MOVIE DVD'S do not require special handling. Keep in case.

SHOES - Place in a zippered plastic bag with the tag pinned securely to the OUTSIDE of the bag!

TOYS W/LOOSE PIECES OR PARTS - Place the pieces and/or parts in a zippered plastic bag and attach SECURELY to the item it goes with. Attach your tag in a highly visible place.

WHOLE dollar amounts only (\$1.00, \$2.00, etc). NO ITEMS under \$1. We adjust prices downward.

Please, NO USED girls panties or boys briefs or maternity undergarments.

ELECTRONICS welcomed if working and has all parts.

Thank YOU for consigning with us!