



Tagging and Presentation

SAMPLE TAG

---PIN HERE---

Seller # 000001

\$4.00

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Size: 3T

2 Pairs of Carter's Pants

1 Gray & 1 Khaki

Boy's Pants-Reg

Discount: Yes



000001-2-4.00-1

Seller # 000001

Item # 2

\$4.00

D

← The Large "D" on the bottom RIGHT of the tag indicates that this item is to be donated if unsold.

Tagging Your Items. After you have printed your Tags you need to cut them and make individual tags for each item being sold. Consignors can use safety pins, a tagging gun, zip ties and/or packaging tape. For the safety of our shoppers and small children we ask that you do not use staples, needles, and straight pins for tagging your items.

How to Tag Your Items

All items must be carefully inspected. In order for items to be accepted at dropoff, the items cannot be stained, soiled, faded, pilled, torn, have holes, be missing buttons, clasps or snaps, have broken or separating zippers, animal hair or unpleasant odors.

We HIGHLY suggest that all fabric items be ironed before tagging.

SECURELY tagging your items is VERY important! If tags become separated from an item and we are not able to find that item in the system, we are not able to sell the item since the consignor cannot be properly compensated. This is why we instruct that all items be securely tagged AND thoroughly described.

- Make sure your items will stay on the hangers (with safety pins, zip ties, etc.)
- Make sure all Boxes, Bags and Ziploc Bags are taped Shut with packaging tape to ensure that the contents of the bag are not removed or able to spill out.
- Make sure items with multiple parts and pieces are taped/zip tied together.
- DO NOT TAPE OVER BARCODES. Even though packing tape is clear, it interferes with the scanners used at checkout. Make sure your barcodes are crisp and that you can see white in between the black lines.

Clothing



Use a tagging gun and/or safety pins to tag all clothing items to the top right corner of the garment. When tagging thin fabric, please be cautious because securely tagging can easily make holes in the garment. When tagging with safety pins, please tag along a collar seam. When using a tagging gun, tag through the size/brand tag, or in a thicker seam. If buyers see visible holes from tagging they will not buy the item.

- Hang all clothing items on appropriately sized hangers with the hook facing left to look like a "?". Make sure that the hanger is facing left when the garment is upright, lying flat.
- Clothing should be seasonally appropriate for the sale and styles need to be current.
- Freshly launder all garments and iron or use a wrinkle release spray. Ironing your items will draw more interest and make the

item more desirable. Button all buttons, snap all snaps, tie all bows and zip all zippers.

- Two piece outfits/sets. Pin outfits securely together by hanging the shirt on the hanger first, then flip the hanger around and pin the second item "back to back". Don't attach bottoms inside the shirt; this will hinder the buyer's ability to clearly see the items.

Pin the waistband of the pants or skirt to the shoulders of the shirt. Make sure to catch the hanger with the safety pin to let the hanger carry the weight of the bottoms. Pinning to the back or bottom of the shirt can cause clothing to tear. Pinning outfits/sets like this allows for both pieces to be easily seen, protects the garments and ensures that the outfit/set does not get separated.

- Pants, skirts, & bottoms must be securely pinned to the hanger. This ensures that the item will not end up on the floor.. DO NOT fold pants over the bottom of the hanger.
- Clothing items sold with coordinating accessories like socks, tights, belts, hats, hair accessories etc. are best placed in a Ziploc bag. Secure the bag with packing tape and pin to the front left of the hanger.
- Attach the tag on the upper right corner (see picture above)

Shoes

Shoes must be clean on top and bottom with no major signs of wear and have no scuffing. They must also be odor free.

- Shoes are to be zip-tied together or placed in a Ziploc bag.
- If zip-tied the tag must be securely attached to the shoe with a safety pin or with the zip tie. Tags attached with tape typically come off.
- Shoes placed in a Ziploc bag must be taped shut with the tag securely taped on the outside of the bag.

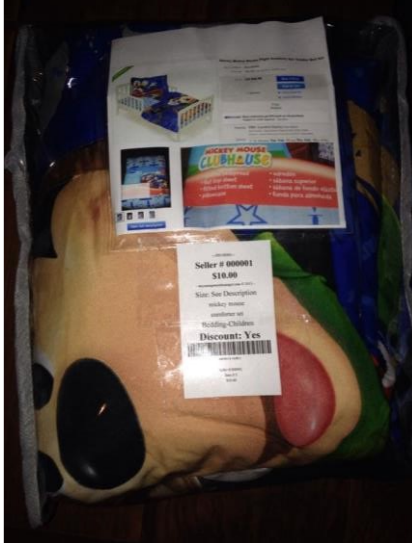
Toys

Must be clean. Free from scuffing, debris, marking, stickers etc. All toys must be in working order and include all working parts. ALL battery operated must have batteries and will be tested to see that they are in working order.

- Tags must be securely attached with packing tape. Make sure the tag is placed somewhere secure that will not damage the item in anyway. Do not place tape over the barcode.
- Small parts/pieces should be Ziploc bagged and taped securely to the toy.

Despite our best efforts, it is inevitable that children will handle Toys during the sale so be sure your toys are properly prepared and tagged. Twice Loved Kid's is not responsible for damage to the toy once on the floor.

Bedding & Blankets



Must be freshly laundered. Free of stains, rips, and tears. Blankets, Bedding, Pillows, and anything that has soft fabric should be secured inside a clear bag (see above), safety pinned or tagged, with a tagging gun, securely on the fabric. Make sure the tag is visible.

Furniture & Baby Gear

Must be in Gently Used Condition. These items must be Clean. Any Fabric laundered and replaced. Free from wear and tear, as well as extensive sun damage and fading. These items must be in compliance with all safety guidelines and not be recalled. Be sure to check the [CPSC website](#) or Google to find out if an item has been recalled or has safety issues.

All baby gear and furniture must be fully assembled at drop-off.

- Small parts/pieces should be bagged and securely taped to the main item with clear packing tape. If you have the manual for the item, we suggest you include it.
- Anything with a hard surface can be tagged with packing tape. Make sure the tag is securely placed somewhere it won't damage the item in anyway. DO NOT TAPE OVER THE BAR CODES.
- **Baby Carriers & Slings.** Safety pin these items to a hanger, with the hook facing left to look like a "?", to ensure they do not fall on the floor. Then securely pin the tag to the upper right corner.

All Other Loose items

Items like socks, multiple hair accessories and small toys are best sold in Ziploc bags and taped securely shut with the tag securely taped to the outside of the bag.

Items like hats, bibs, bottles etc. can be securely tagged with safety pins and/or packing tape.

Drop Off

Please bring your items grouped by size & gender. Use rubber bands to keep hangers of the same size together for easy check-in during drop off appointment.

Loss/Theft & Damages

Unfortunately, loss and damages can happen at these types of events. As a consignor you must sign your consignor agreement stating that Twice Loved Kid's is not responsible for loss, theft or damage of all items submitted and sold at our consignment events. Be assured that we take every precaution to keep your items secured and safe.