



Consignor Info Sheet

Supply List

- White cardstock (6 tags print per page)
- Tagging gun & fasteners or safety pins
- Child or adult size hangers (any kind)
- Gallon & quart size clear self-seal (Ziploc) bags
- Clear packaging tape, Scotch tape
- Scissors & ribbon or string or zip-ties
- Cleaning supplies (for toys and gear)
- Stain remover & wrinkle releaser

6 Steps to JBF Prep

1. Clean out closets, drawers, garage
2. Wash clothing, check for stains/damage & clean non-clothing items, check for missing pieces
3. Check for recalls at www.cpsc.gov or use JBF Colorado Springs website for current Recalls
4. Hang clothing items in outfits/sets & bag or tie non-hanging items
5. Price items online, print & sort tags
6. Attach tags to items & sort for Drop Off

Enter Tags from your Profile on the JBF website

- Category** – choose a category that make sense to you; choose miscellaneous or leave blank if needed
- Size** – choose a size if needed
- Item Description** – include brand name, color(s), etc.; the better the description the more likely we can match a lost tag to your item and get it back onto the sales floor
- Price** – recommend 1/3 of retail or 50-90% off retail
- Reduce** – check this box if you want the item sold at 50% off on Saturday; we recommend choosing “reduce”
- Donate** – check this box to donate the item to our JBF Charity Partner; rest assured, your item will go to families in need
- Quantity** – this option allows you to quickly produce tags if you have more than one of the exact same item (same color, size, brand).
- Print** – when you are ready, choose “Print Alternate” to format 6 tags per page. Set printer on high quality for a clear tag and functional barcode.
- Sold/Sold Date/Sold Price** – each night during the sale, watch your items sell!
- Reports** – you can print multiple reports from your JBF tagging account

Questions?

Email: Lynn@jbfsale.com Melissa@jbfsale.com

Facebook: Just Between Friends Colorado Springs

Call: 719-216-2626 (Lynn’s cell), 719-352-9100 (Melissa’s cell)

Drop Off

- *Bring Car Seat Owners Manual if selling a car seat
- *Sort hanging clothing items by gender & size
- *Sort non-hanging items by type (think retail store)
- *You are responsible for putting your items on the sales floor

Pick Up

*No early Pick Up is allowed; Bring a bin or box to carry your items out. Checks will be mailed 2 weeks from the close of the sale or you may pick it up from us on the designated date.