

# Five Day Step-by-Step Plan

No stress tagging tips for a busy mom...

This mom took about one hour a day, for 5 days, and made over \$400!

**DAY 1: STOCK-UP!** While you are out, stop and get a pack of CARD STOCK paper, multiple packs of child size hangers (10 to a pack) and 200 safety pins. Also, pick-up gallon size Ziploc bags, clear packing tape and maybe some ribbon. (A lot of the things above can be found very cheap at Wal-Mart & the Dollar Tree). Also, ask your local retailers for old hangers they might give you.

**DAY 2: CLEAN IT OUT!** Go through every closet, under each bed, dig in the garage, open the Rubbermaid's and every drawer. Separate all items that are not sellable. Items that have holes, missing pieces, broken zippers, toys that don't work, all have to go...bag it, give it away, or take it to the dump. Start washing sellable clothing! (Large items, including furniture, strollers outside toys, etc., sell very well and will give you the best returns).

**DAY 3: HANG IT!** First, claim a space for all your quality merchandise; somewhere that is somewhat protected and clean. (This is only for a few weeks, no large commitment needed.) Now purge the toys, the clothes, the equipment and more that is ready to sell. One thing I have learned is that no matter how many toys I sell there are always too many toys! Place all your clothing items on hangers (be sure the hanger is going the correct direction). Put together outfits. Check for little stains (bleach pen or Spray n Wash with Oxy!!). Items that are wrinkled can be ironed OR try the Downy wrinkle release -- gift from Heaven!!! Remember to pin items that might get bumped off the hangers. Hang or stack neatly all your items. WALK AWAY.

**DAY 4:** Go through the group of items in size order. Then on a piece a paper or lap top, write down all the information you would like on your tags. At that point you can go to the computer and log on to our new tagging system and create your tags. When you print your tags, you do not have to print them all at once. I would print them one size or category at a time.

**DAY 5: PIN IT!** Pull out your nicely organized stack of tags, and go to your nicely organized stack or row of items. Now simply take the first tag to the first item and pin, continue on down, pin, pin, pin, etc. (This is where a brief description on your tags helps you, just in case items or tags get out of order). When you get to shoes, you may need to use ribbon to tie the shoes together and pin a tag. Some toys and large items will require packing tape. Some items need to go into Ziploc bags.

**NOW YOU ARE READY FOR DROP-OFF!**

We would like to insure you receive all your profits or clothes back at the end of the sale. Use ONLY safety pens or a tagging gun to attach the tags on clothing items. (No tape or straight pens). An item cannot be sold with out a tag, so please write a brief description on the back of each tag in case the tag is somehow removed from the item. We have 2 reduced shopping days. If you wish for your items to be reduced, please mark **REDUCE** on your tags. If you wish to donate your items at the end of the sale, mark **DONATE** on your tags. If your items are being donated, they will not be automatically reduced. SO PLEASE ENSURE YOU MARK **DONATE AND REDUCE ON YOUR TAGS.**

- Make sure all information is correct after printing your tags
- Items with missing tags will be sold at a reasonable price and we will list the item after the sale to find its rightful owner.
- Any items without a price will be priced by Wee-Peats.
- For non-hanging items with multiple pieces, such as bedding, put a tag on each piece. In the description section write (1 of X) where the X is put the total piece count. Only write the price of the item on the first tag.

**\* IF NOT TAGGED CORRECTLY, WE WILL NOT ACCEPT CLOTHING OR ANY OTHER ITEMS!!! MUST BE CAPABLE OF TEARING!!!**

**IF YOU LOOK AT THE BUTTOM OF YOUR TAGS, THERE IS A BARCODE, PRICE AND YOUR CONSIGNOR NUMBER. PLEASE MAKE SURE THESE THREE THINGS ARE READABLE!!!!!!!!!!**

How Your Items Should Look:

All clothing must be hung properly. The hanger must be facing the left(open side facing left). Please make sure to wash and IRON all items...PRESENTATION IS EVERYTHING!!! Place your tags in the upper right corner of your item using large safety pins. Pants, skirts, dresses are pinned to the hanger (not Folded Over). Please make sure that pants are pinned to the sloping part of the hanger at the top so that pants do not slide to one side of the hanger.

**Onesies:** These items must be placed in zip lock bags with the tags safety pinned to the INSIDE of the bag. If you decide to tape the bag shut....Please do not tape the entire opening shut as we need to inspect these items.

**Shoes:** Only shoes from 0-3 months may be placed in a zip lock bag. All other shoes must be tied together tightly and have tag taped to the bottom very securely.

**All Other Items:** Please use only packing tape for tagging the rest of these items. Make sure that you are placing the tags in a location that is easily seen. Please attach tags to the back of books, DVD's and tapes. Items that are loose like puzzles or games must be placed in a zip lock bag and TAPED SHUT. All toys or equipment requiring batteries must have NEW BATTERIES and IS WORKING!!!!

**PLEASE REMEMBER TO USE CARDSTOCK ONLY WHEN PRINTING YOUR TAGS! COPY PAPER AND ANY OTHER TYPE OF PAPER WILL NOT BE ALLOWED IN THE SALE!!!! \* The barcode will read cardstock.**

\* Please print in "normal" print quality and in Black ink. Draft will be too light and high quality will be too dark for the scanners.

\* If you decide to change the price on an item after the tag is printed, you must REPRINT and RE-TAG item with a new tag. Throw the old one away.

**\*DO NOT PLACE TAPE OVER BARCODE!!!!**

Using this program you can save your tags or print as you go!