

SELLER INSTRUCTIONS

Important Reminders:

1. Each seller/household may have only **one** seller number.
2. **One** shopper per seller number will be allowed during preview shopping.
3. If you are a no-show (and didn't call to let us know), you will not get a seller number at the next sale.
4. You must have a **minimum of 50 items** and **no more than 200 items**.
5. You must use **current packet and tags** or your items will not be accepted. We will not accept tags from prior sales or other consignment sales.
6. Packet must be requested by 9:00 pm on the Friday before the sale.
7. If you use the electronic packet, **do not attempt to override any of the cells or create your own form or tags**. Your items will be rejected. Do not print on the back of cardstock if your printer didn't print correctly. This has the potential for confusion when totaling your packet and may cause you to be paid incorrectly.
8. If you request an electronic packet (EXCEL spreadsheet), be sure to add our email address (treasurechest.duewest@yahoo.com) to your SPAM folder so the packet will be accepted.
9. **DWTC cannot be responsible for misplaced, broken or separated items**. We make every effort to keep your items in the condition they were in when you brought them to sell and it is rare that an item is mishandled. However, due to the nature of our sale, DWTC cannot be responsible for the condition of your item if it is returned to you.
10. DWTC reserves the right to reject any items that may be inappropriate for this sale.
11. **Bring items to the church promptly at assigned check-in time**. If you are late, we cannot guarantee that we will be able to reschedule a check-in time.

Pricing Guidelines:

1. Price your items to sell quickly (especially 12 months and under clothing). People expect to get a bargain at a consignment sale.
2. Good Rule of Thumb for pricing: 1/3 of the new price if the item is like-new or never worn; ¼ if the item is in good condition. Name brand clothing usually sells for a higher price than clothing from Target, Walmart, etc.
3. Prices must begin at a minimum of \$1. Prices must be in whole dollar or half dollar increments.

Inventory Sheets and Tagging:

1. We will only accept DWTC Inventory Sheets printed on **white letter-size paper—inventory sheets printed on colored paper or cardstock of any kind are not acceptable**. **If you print your inventory sheets on cardstock they will not be mailed back to you**.
2. Only the current sale (i.e. Spring or Fall) tags will be accepted. **The tags must be tags that you get at registration or from the electronic packet**. Tags that you create will not be accepted.
3. **Tags must be on CARDSTOCK**.
4. Inventory **must be** in number order, i.e. 1, 2, 3, 4, etc. If not, your packet will be rejected.

5. Hang clothes facing left.
6. Pin tag (**safety pins only**) to top right area of garment.
7. **Do not place price tags inside of bags. Attach tags to outside of bags with clear packing tape.**
8. Group like items together (toys, boys clothes, girls clothes, etc.) and put in size order.
9. All clothing must be marked with an exact size. If it is small, medium or large, use your best judgment to mark the appropriate size on the tag.
10. When you have items with multiple pieces, please use safety pins to securely attach pieces of a set together. If you have an item with multiple pieces, please tag with more than one tag i.e. 1 of 2, 2 of 2. Put price on tag 1 only.
11. Secure pants to the hanger with safety pins.
12. Shoes must be zip-tied. If they absolutely cannot be zip-tied, then they must be in a ziploc bag.
13. Secure loose parts of toys in zip lock bags and secure to larger part of toy.
14. Include a brief description of the item in case the tag comes off.
15. Indicate boy/girl/toy/etc and reduce - yes or no.
16. Bedding (comforter sets, crib sets, bedspreads, quilts) must be on hangers.
17. Use only scotch tape on books – no packing or duct tape.
18. When packaging board puzzles, please put in a ziploc bag to prevent the pieces from being separated.

What Does DWTC Accept?

Childrens clothing

Junior Girl's clothing (must be current styles)

Young Men's clothing (seasonal colors)

School Uniforms

Shoes/Slippers (**limit 5 pair**)**

Dance/Sports Shoes (**limit 5 pair**)*

Formal/Semi-Formal Dresses

Baby/Children's Furniture

Strollers, High Chairs, Pack N Plays – must be in working order.

Books – children's, teens and childcare/parenting

Toys – battery operated toys should have working batteries

Complete Games/Puzzles (Write – ALL PIECES HERE on the tag)

DVDs, CDs

VHS cassettes (**limit 3**)

Games for game systems – **Rated E or T only**

Computer Software – **Win 98 or above**

Game Systems

Bikes in working order and in good condition

Large Outdoor toys – if it is too large to bring in, take pictures and mount on a poster board.

Children's Bedding (comforter sets, crib sets, etc.) must be on hangers.

***Any cleats or dance shoes**

****Any shoe that is not a pair of cleats or dance shoes**

Items DWTC Will Not Sell

Infant, Toddler or Booster Seats (unless part of a stroller system)

Out-of-style Clothing

Women's clothing (except for maternity)—Juniors clothing must be current styles

Scary Costumes or Books

Opened/used makeup

Toy Weapons

Stained Clothing

Clothing with Broken Zippers, Missing Buttons or Holes

Clothing that smells like smoke or mold

Toys missing pieces, incomplete games and puzzles

Stuffed Animals

Breast Pumps – due to health issues

Video games *Rated M*

No **“R”** rated movies

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