



## Wee-cycle Mart Consignor Checklist

PLEASE BRING THIS WITH YOU TO TURN  
IN AT DROP-OFF!

NAME: \_\_\_\_\_

Consignor Number: \_\_\_\_\_

***By checking here you agree that you have complied with our consignor process:***

- Scheduled Drop-off time on-line for \_\_\_\_\_
- Signed up for Volunteer Shift (s) online for \_\_\_\_\_
- Tags are printed on light cardstock only – White preferred. (65+lb paper) NO COPY PAPER
- Tags are pinned with *large* safety pin, with pin entering tag twice, or tagging tool has been used with short barb. NO staples/straight pins.
- Barcode on tag is clearly readable (no smudges, not blurry, bars not faded, looks "crisp", not damaged)
- Tag PRICE has not been altered in any way after being printed.
- Hangers hook all facing to the left looks - like question mark ?
- No all-wire hangers. Not even coated ones. Plastic hangers with metal hooks from the store OK.
- Tags are attached to front right side on shoulder when looking at front (left shoulder of garment).
- No stains, obvious fading, no pilling, overly worn, no tears, no outdated/old fashioned items.
- All items needing batteries are in working condition with fresh batteries.
- No out of season. Except maternity.
- No tape over barcodes, and no tags inside plastic bags. Must be on outside. Being careful not to put tape over decals on paper that will harm when de-tagged. Painter tape OK for books.
- Should you have any questions about consigning, please visit our website at [www.wee-cyclemart.com/consignors.html](http://www.wee-cyclemart.com/consignors.html) for more explicit details.