

## Encores and More: Tagging Information

Supplies Required:

8-1/2 x 11 white CARDSTOCK for computer tags

3x5 INDEX cards if handwriting

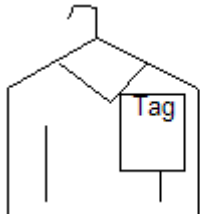
Wire Hangers

SAFETY Pins

**NEW THIS SALE: If you use handwritten cards, please bring a tally sheet with the number of barcode labels needed for each price increment.**

**See #2 below for an example**

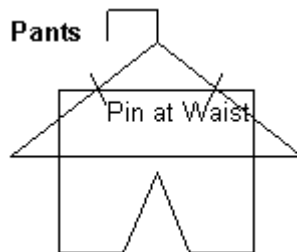
**Before you spend your valuable time tagging your item, please be sure it meets these guidelines:**



**New packaging Instructions for breast pumps, see below**

**1. Clothing must be on wire hangers.** Cleaners will give you hangers if you ask. With the hanger hook pointing to the left (see picture), place tag vertically on the right shoulder. Twelve months & smaller can be on plastic hangers. See General Info for more details on clothing guidelines.

On larger clothing items, such as maternity or dresses, please secure them with safety pins if they have a tendency to fall off the hanger. Your items won't sell if they're on the floor!



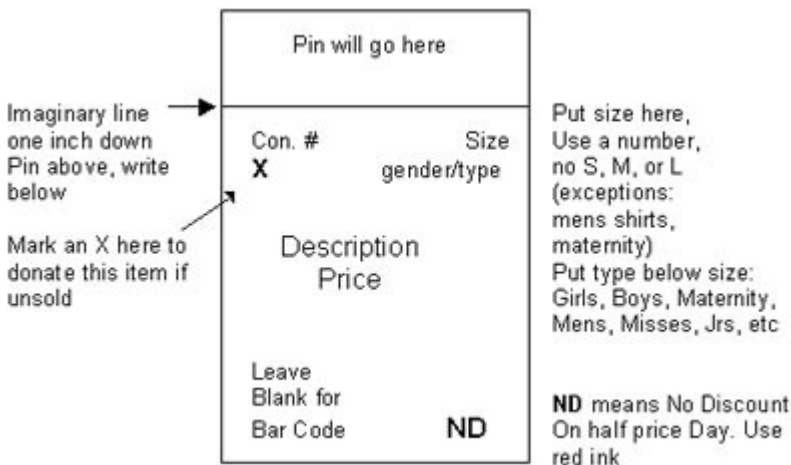
Pin sets securely together by hanging the shirt first, then turn the hanger over and pin the pants by the waist (see picture) to the backside of the hanger, with the pin catching the hanger to support the pants. Both pieces can be viewed without unpinning them. Pants hung on a separate hanger tend to come off the hanger and then get separated from the top.

Pants or shorts sold alone should be hung as the picture shows, pinned at the waist. A great way to keep pants from sliding all over the hanger is to use paper-covered dry cleaner's hangers. They don't slide and stay neat-looking, which in turn makes them sell better.

**2. Use our online tag form, [click here](#). If you must hand-write your tags, use 3x5 index CARDS, no thin paper, only cardstock. When hand-writing your tags, please keep a tally of needed bar code labels and bring it with you to drop-off. We will print them and you will put them on your clothing. [Click here for an example of a tally list](#).**

Fill out cards following the diagram below. Please follow the instructions to avoid confusion, cards should not be smaller or larger. We ask that you begin writing about 1/3 of the way down from the top and put the pin in the blank area at the top of the card. Be sure ALL writing is below the pin. This will enable us to simply cut the card off when purchased, rather than unpinning it.

**On higher priced items, please doubly secure the pin to your tag by placing mailing tape to cover the pin and adhere it to the card, making it hard to unpin the card.**



At drop off inspection, any inconsistencies will have to be re-done on your time. Please email us with any questions before investing your time!

**Are you going to donate this item?** If you put a X under your consignor number, (see diagram above) we will automatically donate it for you if it remains unsold. Please seriously consider if you are really coming back to pick up your unsold items. Did you sell almost everything last time? (We know most of you did!!) Are you coming back for just a few things? Every sale we literally have 100s of people who don't pick up and we spend many hours sorting those items needlessly! If you aren't coming back, please mark your items donate, it helps us so much! If you wish to pick it up, just write your consignor number without the X under it.

Also, under the size, **please list the specific section in which you want that item to be hung.** List whether it is a girl's item or boys, jrs, maternity, etc. This is especially important for Juniors and Maternity, which sometimes can be hung incorrectly and will not sell if it is on the wrong rack. It will also ensure that the item will be on the correct rack at pick up, should it remain unsold. In addition, it will also help our workers put your items back on the correct rack if a shopper misplaces it.

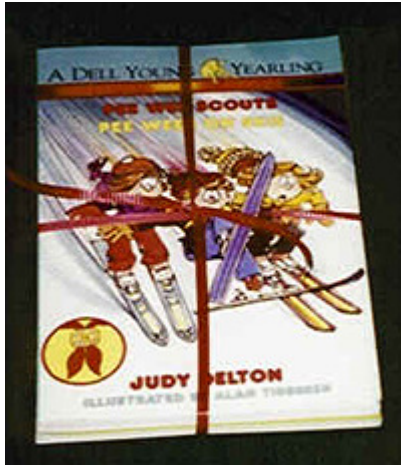
Use the middle of the card to give a short description of your item. This is a good way to point out if your item is a brand name. If you have the time, this is also a good place to add any positive selling points, such as "Washes Well!" or "Only Worn Once." Be careful to avoid negatives such as "Never Worn." Use "Like New!" instead. On large ticket items such as equipment, you may want to put the retail price off to the side so buyers will know what a good deal they are getting.

**Don't make any changes or corrections once tags are completed.** This is for your own protection. Make a new tag if a change is necessary! You will add bar codes to the tags at drop-off. Our bar code labels are 2" long by 1" high. They show the consignor number, price, and whether the item will go half price or not. (If you want to speed up the drop-off process, separate your items by those which will go half price and those which won't go half price.)

**3. Use one inch or larger safety pins to pin on the tags,** (no tiny gold pins), placing the pin horizontally and catching the garment and the card twice.

**4. You set the price of all items: PRICE TO SELL!** Use \$1.00 increments, no .50 cents, .99 cents, etc. Ask yourself "Would I buy what I'm bringing in at the price I am asking?" If you will be donating your items that don't sell, please consider letting them go half price. Getting half price for an item is better than getting nothing!

**5. Group small items together in a ziploc bag, card pinned on outside of the bag.** We also recommend sealing the top closed with clear packaging tape to keep out small hands. Scotch tape and masking tape do not work well. Pinning your tag through the mailing tape is also a secure place for your tag, as pins come off the ziploc bags easily.



**6. For sets of books, videos, or CDs, try to group no more than 2 per set.** Please do not bag them, they are often separated from the set and the tag, making it impossible for you to be paid for them. Tie sets with string in a 4-square as seen below. Pin your card to the string, being sure the pin goes thru the card twice.

**7. For shoes, pin shoes together with a large pin or twist tie, then pin tag to the connecting pin.** Be sure to pin your tag to your shoes, not the shoe box. Plastic bags aren't necessary, and the tags come off them easily.

**8. If you are bringing a breast pump to resale, we will be keeping the all the parts to the pump at check out** to stop shoppers from mixing up or losing the pieces. You need to attach your price tag index card to the bag itself in the normal way, but store all the pieces in a large ziploc bag. On a separate piece of paper, make 2 copies of a detail listing of all the parts. Be sure to put your consignor number and the price of the pump on each copy. You may want to list the retail price and any other information that would help it sell. Attach one copy to the pump bag and securely tape the second copy to the ziploc bag. We will have a special display for the bags informing shoppers to get the rest of it at check out.

For tips on making your items to sell better, see the [General Info Page!](#)