

Tagging Instructions for Christ Classical Kids

Tagging, Placement, and Hanging

- Tags - Only 3 x 5 index cards, placed VERTICALLY
- ONLY 1 TAG per item / set for sale
 - If your item has more than one part, please list the # of pieces on the "description" portion of the tag.
- Safety Pin - Pin the Tag with 1 inch or larger safety pin. No straight pins allowed. THIS IS VERY IMPORTANT TO KEEP TAGS FROM BECOMING SEPARATED FROM CLOTHING.
- Safety Pin must be pinned horizontally across the tag (See tag illustration)
- To make sure you get paid for each sold item, only write on 1 side of the card.
- Price - Minimum price is \$ 1.00. Use \$0.50 or \$1 increments.
- Sort - You must have your clothes grouped by size and gender before drop off.
- Hanging - Clothing must be hung on wire or heavy duty plastic hangers. We recommend wire hangers as plastic ones break and items end up on the floor. The hanger hook should face the left (like a question mark) with the tag pinned to right side of garment as you face it. See illustration below:



Tag Information

- Tags - Only 3 x 5 index cards, placed VERTICALLY (See tag illustration). Leave at least 1-1/2 inches between the safety pin and where the writing begins so we may tear the tag during check out rather than unpinning the tag.
- To Return Unsold Items - Any unsold item you wish to pick up MUST have a Red R (for return) in the top left corner of the index card. ONLY unsold items with a Red R in the top left corner of the card will be returned to the consignor. Any unsold item without a Red R will be donated immediately following the half price sale.

Fill out the card following the illustration below:

Price

Consignor # Size

Description

- Red R - ONLY items with a Red R (for return) will be returned to consignor.
- Consignor # - 1/2 way down card on the left. Make sure you have your correct # on each card.
- Size - 1/2 way down card on right. Must be a number size (NOT small, medium, etc.)
- Description – Bottom, Center of card. Give a short description of the item. BE SPECIFIC! Example: Write "Girls Gap Blue Dress" instead of "dress". or "UNO" instead of "Game". For unisex items write "boy" or "girl" so item will be placed where you prefer.
- Price Top right corner of card. Minimum Price is \$1. Use \$0.50 or \$1 increments (not .40 or .99) You set the price on all items, so price to sell.

Tagging Specific Types of Items

- Clothes Sets - Pin the waist of the pants, shorts or skirt to the back of the shirt with pin going through the top of the hanger.
- Shoes - Must be in Excellent condition. They must be clean, have shoelaces, etc. Place shoes in a size appropriate Ziploc bag or tie shoelaces together in a knot. If using baggie, attach the index card to the OUTSIDE of the bag by taping the top of the card with clear packing tape.
- Toys, Furniture, and Equipment - Must be clean, have all the parts and be in working order. If batteries are required, Please install in the item. Small parts should be in a sealed (with packing tape) clear bag and attached to the main part of the item with a safety pin or packing tape. Large items such as cribs, pack n plays, large Little Tykes toys, etc. MUST be assembled.
- Loose Articles - Place small loose pieces in a Ziploc baggie, secure and seal the top of the bag with extra strong packing tape so that children cannot open and remove pieces!
- Hard to Tag Items - Please use packing tape because scotch tape will not hold and your cards may become lost if not securely attached.
- Optional: An extra security measure to keep tag attached to garment is to place a small piece of scotch tape over the safety pin where the pin is attached to the index card.

If you want to sell your items, price competitively! We suggest about 1/4 – 1/2 of the original price, depending on the name brand and condition of item.

Spending a little "extra" time getting your items ready will mean more Money for you. Items that are Clean, Ironed, and Starched sell much better! Present them at their best for the most \$\$\$ for you!