

## Seller Tag Instructions

**Seller Number (#) is: first letter of last name & last 4 digits of phone number.**

**EXAMPLE:** my seller name & phone#

Courtney Neal 555-1234

my seller# on my index card is N1234

**ONLY** put your seller# on the index card, **NO** names.

**Step 1.** Fill out a 3x5 index card with the required information for each item that you want to sell. It should look like this **EXAMPLE:**

Item #1	* SAFETY PIN HERE *
Seller# N1234	Seller# N1234
Item: boys short	
Color: khaki .	
Size: 12	
Price: \$7.00	Price: \$7.00
Indicate here if the garment has been altered (hemmed, etc.).	

We need everyone to put the seller # & price of the garment again on the right side of the card as shown above. This will help to make check-out more efficient.

**Step 2.** Fill out an inventory sheet with all the required information. The number of items on your sheet should match the number of index cards you filled out. Also, the item # on the garment should match the item # on your sheet. **DO NOT** write on the back of the sheet. Print another one if needed.

**Step 3.** Safety pin the index card to the garment. Try to pin the card to a seam on the right side of the item (as you are looking at it, facing you). For shirts, sweaters, jackets, jumpers, etc. pin the index card to the top right shoulder. For shorts, skirts, pants, etc. pin the card to the front, right waistband (as it is facing you).

**Step 4.** Place all items on hangers. The top of the hanger should look like a question mark (?), facing to the left. **ALL** pants and shorts must be attached with **LARGE safety pins**, not folded. Also, **DO NOT** attach your items with clothes pins. The item **ALWAYS** falls off and will get dirty or lost.

