



Drop-off Form

Consignor # _____

- Name: _____
- Best phone # to reach you about questions: _____
- If you are volunteering, please write the total number of hours you've schedule for this sale: _____
- Are you donating **all** of your unsold items? _____ **Unsold item pick-up: Saturday (9/17/16) 6pm-8pm. Any items not picked up by 8:01pm will be donated. NO EXCEPTIONS!**
- **Please let us know if you have any small items priced over \$20.**
- Please list all names of people you authorize to pick-up your unsold items and consignor proceeds check:

Do you have any concerns we have not addressed?

Consignor Checklist for Drop-Off:

- I have checked to see if any of my items have been recalled.
- I have scheduled my drop-off appointment or know what time I can take my items to the sale.
- My hangers' hooks are facing left, like a question mark. (?)
- Snaps are snapped; zippers are zipped; buttons are buttoned. Everything looks nice, clean and ready to sell.
- Items are grouped by size.
- I have checked my items for any stains or defects.
- I have not written on any tags.
- All tags are printed on white cardstock.
- Tags are hung correctly and securely.

Do not fill out information below this line. For Staff Only:

Total # of items listed in seller inventory: _____

Total # of items refused at drop-off: _____