



Tagging Gun Guidelines

Tagging guns can be a huge time-saver but they can also damage your items if used incorrectly. Please follow the guidelines to avoid any damage or undesirable holes in your items.

1. **Never tag directly into the fabric of your item.** Tagging gun needles will leave holes in most fabric if placed directly into fabric. These damaged items will not be accepted at Just Between Friends consignment events.
2. If the clothing item has a manufacturer's tag, please tag through this.
3. If no tag exists, please tag through the left shoulder seam (on the inside of the garment). When looking at the item, the tag will be on the right side of the item (just where we want it). Your hanger should be making a “?” when looking at the item from the front.
4. Tagging pants can be done through a manufacturers tag or through a seam on a pocket or waistband (inside the item). **Again, holes can appear if a tagging gun needle goes into the fabric directly.**
5. Be certain your tagging barbs are securely staying in your bar coded tag once placed on your item. If the tag is not secure, reattach the tag.
6. Always keep the safety shield over the tagging gun needle when not in use. Keep tagging gun and supplies out of reach of children.
7. To attach tags to items, first place the needle of the tagging gun through upper portion of the tag you have created on WHITE cardstock. Then, push the needle through the manufacturers tag on the item or an inside seam (**using caution to not go through fabric which can create holes**). While holding the printed tag and the item you are tagging together, pull the trigger of the tagging gun to place the barb through the tags and attach the tag. Withdraw the tagging needle from the item.

Happy Tagging!