



## "Top 11 Check List" for the JBF Sale

1. \_\_\_\_ **Spring and Summer** clothing
2. \_\_\_\_ Clothing organized by size and gender  
Rubber-banding hangers together will keep sizes separate while transporting
3. \_\_\_\_ **Plastic hangers** - Hangers facing correct way.  
Hanger should resemble a question mark, when looking at item.
4. \_\_\_\_ No stains or defects on ANY item.  
**Snap**s are snapped, **zipper**s are zipped, and **button**s are buttoned, loose threads snipped.
5. \_\_\_\_ Tags are **attached correctly**.  
Attach to label in neck area or right chest area of shirt (when looking at garment).  
Attach to right side of pants. Tags pulled out of clothing and easily seen.  
Do NOT place tag through arm pit seam, shirt sleeve seam, or bottom of shirt (this is hard to scan).
6. \_\_\_\_ If using a tag-gun, make sure to tag through the size label or the inside lip in the neck area  
(Don't leave a hole! If there isn't a raised inside seam then attach tag with safety pin. Attach clothing sets together with safety pins, not tag guns.)
7. \_\_\_\_ No written changes on tag barcode (do NOT cross out, cut off, or white-out a star).  
The system will not accept hand-written changes on price or discount.
8. \_\_\_\_ **Maternity** clothing is not accepted
9. \_\_\_\_ Tags printed on plain **WHITE** cardstock (NO paper tags). All tags have clear barcode.
10. \_\_\_\_ **Multiple-piece clothing sets are SAFETY-PINNED together.**  
Safety pin through **each piece** of the set so all pieces are combined/held together.
11. \_\_\_\_ **ALL** items have been checked for recalls using the EASY recall finder on the tagging site.

**Consignor waivers are completed online when you register**

**\*\*Remember to bring a barcode tag to drop off, to check in at the computer\*\***

**Norman Drop off times: Thursday, Feb. 13 (5:00pm - 8:00pm)**

**Friday, Feb. 14 (10:00am - 1:01pm)**

There is also a special early drop off Wednesday, Feb. 12 (5:00pm-8:00pm) for Perfect Consignors Only

**IMPORTANT: Complete a Car/Booster Seat Waiver if consigning a car seat or booster seat.**

The checklist/waiver is located on the website (safety & recalls page).

Attach the completed waiver to your car/booster seat with a safety pin.