



JBF Dane County West Consignor Quick Reference Guide

Questions?

Email:

TeriAnderson@jbfsale.com

Complete **Details** online:

www.danecounty.jbfsale.com

Supply List

- White cardstock
- Tagging gun & fasteners (or large safety pins)
- Child size hangers
- Gallon & quart size clear self-seal bags
- Clear packaging tape
- Scissors & ribbon or string or zip-ties
- Cleaning supplies (for toys)
- Stain remover & wrinkle releaser

5 Steps to JBF Prep

1. Gather
2. Keep-Sell-Toss
3. Price
4. Prep
5. Drop Off

Using the Online Barcoding Site:

- **Season** – choose the option for the tags being entered – Fall/Winter, Spring/Summer, No Season
- **Category** – choose a category that make sense to you; choose miscellaneous or leave blank if needed
- **Item Description** – include brand name, color(s), etc.; the better the description the more likely we can match a lost tag to your item and get it back onto the sales floor
- **Reduce** – check this box if you want the item sold at 50% off on the during the Half-Price sale; we recommend choosing “reduce”
- **Donate** – check this box to donate an item that does not sell to our JBF Charity Partner, WE Care; rest assured, your item will go to Southern Wisconsin families in need
- **Quantity** – this option allows you to quickly produce tags if you have more than one of the exact same item (same color, size, and brand).
- **Print** – when you are ready, choose “Print Alternate” to format 9 tags per page. Set printer on high quality for a clear tag and functional barcode – this allows the scanner to be able to “read” your tags!
- **Sold/Sold Date/Sold Price** – each night during the sale, watch your items sell!
- **Reports** – you can print multiple reports from MY JBF Profile – Enter Tags
- **Reprint Tags** – If a change is needed, you must reprint your tag otherwise it will sell for the value on the tag.

Drop Off

- Bring Car Seat & Crib Checklist (if applicable)
- Sort hanging items by gender & size
- Sort non-hanging items by type (think retail store)
- Bring a hand truck, wagon or cart for quick drop off

Pick Up

- No early Pick Up is allowed (it disrupts our sorting process)
- Bring a tote/bin/box

Prepping & Pricing & Tagging

Item Category	Examples	Prepping	Pricing	Tagging
Hanging Clothing Items	Outfits, pajamas, onesies, infant pants, dresses, coats, bathrobes, dress-up clothes, etc.	Hang on child size (or appropriate size if teen/maternity) hanger with hook facing left (like a question mark); Attach multiple items together with tagging gun or safety pins so that pieces cannot be separated	Put outfits/set together to price for at least \$3.00 ; Start at \$3 for basic, generic brand 0-24mo outfit; Add \$1 each for larger size, name brand, formal, heavy/winter	Attach JBF tag to item's tag or an inside seam (so no extra hole is placed in the item) and be sure the tag is easily seen on the front of the item (pull on tag to be sure it is secured)
Non-Hanging Clothing Items	Socks, tights, infant mittens/booties, hats, only new underwear, etc.	Attach sets of items (for example, 6 pairs socks) together with tagging gun or safety pins (be sure multiple pieces cannot be separated) and place in clear self-seal bag	Put sets together to price for at least \$3.00, but okay to price for less (i.e., 6 pair socks for \$1.50)	Attach JBF tag to outside of bag with clear packaging tape or attached JBF tag to items inside bag (be sure tag is easily seen)
Shoes	Shoes (up to & including size 3), boots, slippers	Attach pair together using string, twine, ribbon or zip-tie.	Shoes must be in GREAT condition and should start at \$3.00 for infant/toddler; Add \$1 each for larger size, name brand, heavy/winter	Hole-punch JBF tag and tie it to one/both
Bedding, Blankets, Textiles	Crib bedding sets (no bumpers), quilts, blankets, receiving blankets, burp cloths, wash cloths, bath towels	Put sets together in giant clear bag; Bundle cloths/towels with ribbon/string (be sure multiple pieces cannot be separated). Hang baby blankets.	Price to sell! Shoppers are less likely to purchase these items used, so prices have to be low. Try to price approximately 75%-90% off retail.	Attach JBF tag to set/bundle with tagging gun, safety pin, or string (hole-punched); Or use clear packaging tape to put JBF tag onto clear plastic bag
Bags, Carriers	Diaper bags, infant carriers, backpacks, purses, etc.	Zip-tie Bags/purses to a hanger for security purposes(look for appropriate location at Drop Off)	Price approximately 50%-75% off retail. Items in great condition tend to sell very well.	Hole-punch JBF tag and attach it to item with ribbon or string; If item contains multiple pieces, be sure all pieces are included and list number of items on JBF tag description
Infant Items	Nursing covers/pillows, feeding items, monitors, safety items, diapering/toileting items, rattles	If item has multiple pieces use packaging tape, tagging gun, safety pins or clear self-seal bags to keep items attached together; Working batteries must be included	Price approximately 50%-75% off retail. Items in great condition tend to sell very well.	Attach JBF tag directly to item or clear self-seal bag with clear packaging tape or hole-punch JBF tag and tie it to item
Equipment, Furniture	Exersaucer, swing, high chair, changing table, crib, stroller, car seat & car seat accessories	If item has multiple pieces use packaging tape, zip-ties, or string to keep items attached together; Working batteries must be included	Price approximately 50%-75% off retail. Items in great condition tend to sell very well.	Attach JBF tag directly to item with clear packaging tape or hole-punch JBF tag and tie it to item
Toys	Ride-on toys, block sets, dolls, remote control cars, etc.	Use clear self-seal bags to keep loose/small items together; Use packaging tape, zip-ties, or string to keep items attached together; Batteries must be included	Price approximately 50%-90% off retail.	Attach JBF tag directly to item with clear packaging tape or hole-punch JBF tag and tie it to item
Books, Games, DVDs (no VHS)	Books, book sets, board games, puzzles, video games, video game systems	Use clear self-seal bags/clear cling wrap to keep items together; Tie sets of books together with ribbon/string. Attach tags on the back, lower right corner.	Prices can range from \$.50 to \$50 in this category, depending on the item. Price to sell especially for books & DVDs as there are always lots to choose from at the sale!	Attach JBF tag with packaging tape or painters tape (do not tape directly on item surface if removing tape will cause damage); Hole-punch JBF tag and tie to sets
Other	Please email TeriAnderson@jbfsale.com if you have questions about a specific item	The goal is to keep pieces together and be sure shoppers can see item clearly (items with missing pieces will not be sold)	Price so shoppers know the deal! Participating in the ½ price sale is highly encouraged! Shoppers are looking for bargains; give your item a chance to sell!	The goal is to keep tag attached without damaging the item (items without tags will not be sold)