



**Just Between Friends of Cypress, Texas
Valet Tagging Program – Consignor Overview**

Purpose of Program: To help busy parents tag and prep their items to sell at JBF.

In a Nutshell: You take your quality, sale-ready items to a Valet Tagger and they will prep your items for you, and even take them to the sale for you!

Benefits of Using Valet Tagging:

- You get to sell your items and make money without doing much work.
- You get the pricing and prepping expertise of someone who has tagged for many sales and many consignors.
- You don't have piles of clothes and toys all over your house while you search for time to tag.
- You don't have your kids continually asking you if they can get those old toys out of the JBF bins.
- You can leave your items with your Tagger and never see them again, unless you want to.

Program Overview:

- **Consignors earn 40% of their sold items.** Consignors who help with the sale by completing one of the four (4) hour shifts will earn 45% of their sold items (Less the \$25 Consignor Fee).
- Valet Tagger will be paid directly by JBF Cypress after the sale so there are **NO UPFRONT** costs.
- All Tagging Supplies (EXCEPT batteries) are provided by the Valet Tagger/JBF Cypress. If items are left that require batteries, JBF has my permission to add batteries to the item so that it can be sold. I further understand that I will be charged a fee of \$1.00 per battery for sizes AA and AAA and \$2.00 per battery for sizes C and D.
- Valet Taggers are responsible for pricing. Consignors can adjust no more than 5% of their total items.
- All items will be required to go half price with the exception of items subject to price changes.
- Consignors will have a **\$25 Consignor Fee**. The consignor fee covers **up to 150 items**. Items over 150 will result in an additional \$5 per 50 items (rounded up). The consignor's fee will be deducted from the consignor check.
- **Consignors will have 2 options.....**

DONATE all unsold items or

PICK-UP all unsold items at Consignor pick-up after the sale.

This choice must be made BEFORE the Valet Tagger accepts the items to tag. Valet Taggers will not pick-up Valet tagged items after the sale. Anything not picked up by the Consignor will be donated. No exceptions.

- The Valet Tagger will be paid their percentage on all items tagged under the Valet consignor number they are provided. Consignors who wish to tag some of their own items will need to utilize a separate consignor number.
- Once the sale is over, the valet tagging agreement and percentage split is over. All items left in the valet tagging account MAY BE eligible for the consignor to make 60% at future sales (with some exceptions).

EXCEPTION:

If the consignor participates in JBF Cypress Valet Tagging again, the same valet tagging account will be used. All items still remaining in the Valet Tagging account from before will become part of the new Valet Tagging sale percentage split. The Consignor will be responsible to drop-off previously tagged items from this Valet Tag account to the Tagger along with their current items needing to be tagged. The Valet Tagger will bring these items with the items they tag and put them out at the sale. (Consignors will not be charged on items previously tagged in the Valet account).



PROCESS IN DETAIL:

1. Clean out your closets and play rooms and find all of those new or gently used items you'd like to sell. Make sure all items are in working order and free of stains, tears, etc.
2. Register with www.cypress.jbfsale.com/myjbfprofile/ and once logged in, click SIGN-UP next to the listing for Cypress to participate in the current Cypress sales event. We will create an account for you!
3. E-Mail cypressvalettagging@gmail.com with the subject line:
"VALET TAGGING REQUEST" and let her know that you are interested in the Valet Tagging program.
4. Once you have answered a few quick questions about your items and your needs, you will be matched with one of the Valet Taggers. Once matched, please plan to cc: Laurie Morse (lauriemorse@jbfsale.com) on all e-mails regarding Valet Tagging, including those between you and the Tagger.
5. You will be emailed a copy of the Valet Tagger Consignor Agreement & Liability Waiver. You will need to print and complete this form. You will need to give a copy of the form to your Valet Tagger when you give her your items.
6. Once you have been in contact with your Valet Tagger, schedule a drop-off time with her. Drop off can take place at the Valet Tagger's home, or another mutually agreed upon location. *Make sure to take your completed and signed Valet Consignor Agreement & Liability Waiver to your Tagger.*
7. Items will be inspected, prepped, and tagged by your Valet Tagger.

Rejected Items due to stains, odor, dirt/grime, rips/tears, excessive wear or any other defects will be charged
REJECTED ITEM INSPECTION FEES:

0-10 items rejected: \$0

11-20 items rejected: \$10 added fee;

21-40 items rejected: \$20 added fee.

More than 40 items rejected will incur a \$30 fee and will result in likely termination of the Valet Tagging agreement. These fees will come out of the consignor check at the end of the sale.

REJECTED ITEM RETURN OR DONATE:

It is expected that the Valet Consignor will allow Valet Tagger or JBF Cypress to donate or destroy any rejected item. If the Valet Consignor wants a rejected item returned to them, they must make the request **BEFORE** Consignor Drop-Off. The Consignor must e-mail their request to the Valet Tagger. It will be up to the Consignor to pick up the rejected item(s) at the Valet Tagger's convenience. Any rejected item not picked up will be destroyed or donated.

8. All items will be entered into the JBF tagging system based on the Valet Tagger's knowledge and expertise in pricing and JBF price guidelines. **Per the Valet Tagging program, ALL items will be marked to go half price.**
9. You will be notified when the Valet Tagger has inspected your items and entered the item descriptions/prices into the JBF tagging website. You will be given your Valet Tagging JBF account login and password to review the prices and tags before the Valet Tagger prints and attaches them to your items.

Once notified, you will have **TWO DAYS** to review the items. You can change up to a **maximum of 5%** of your item prices. If you exceed the 5% maximum, the Valet Tagger will revert the prices back to the original prices until you have met the 5% threshold. Changing items to remain full price will be counted as a change toward the 5% maximum. (You will let your Tagger know of any changes and the Tagger will log in to change them).

10. After you review the pricing, your items will be prepped, hung, and tagged by the Valet Tagger. You may **NOT change pricing/reduce/donate** at this point as the barcodes have been printed for your tags.
11. Your Valet Tagger will hold and bring your items to consignor Drop-Off before the sale begins. Your Valet Tagger will check your Valet Tagging account into the sale and put your valet tagged items out on the sales floor. You will not need to come to Consignor Drop-off unless you are consigning other items from another JBF account.



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12. You will be able to log-in to your Valet Tagging account at www.cypress.jbfsale.com/myjbfprofile and monitor your sales throughout the event.
13. If you had chosen to pick-up unsold items, you will need to **come to Consignor pick-up** at the designated date and time. If you chose to donate all unsold items, you do not have to come to consignor pick-up.
14. Wait for your check to arrive in the mail. Checks will be sent two weeks after the conclusion of the sale. Fees will be taken out of your consignor check = \$25 consignor fee for up to 150 items + \$5 each additional 50 items. Consignors who are valet tagged will earn 40% of their sales.