

# Full Consignor Guide: 5 Steps to Sell Like a Rock Star with Just Between Friends Germantown



# Hey there, Rock Star!

Are you ready to clean up and ca\$h in?  
We are here to help! Follow along to be a  
Super Star Consignor in no time!



*Selling with Just Between Friends: Full Consignor's Guide*

Before getting started, make sure you are registered to sell at [germantown.jbfsale.com](http://germantown.jbfsale.com)



The screenshot shows the 'Just Between Friends' website interface. At the top, there's a navigation bar with links for 'HOW IT WORKS', 'LOCATIONS', and 'FRANCHISING'. A user profile for 'Mary Sue Jones' (X-845-JJJ) is displayed. To the right, there are links for 'Hello Mary', 'LOGOUT', 'TAGGING', and 'ACCOUNT SETTINGS'. Below the profile, there's a section for 'UPCOMING EVENTS' with a 'View All' link. A search bar is present with fields for 'Zip', '< 50 miles', and a 'SEARCH' button. A blue arrow points from the 'FRANCHISING' link in the top navigation bar to a 'SIGN UP' button in the 'UPCOMING EVENTS' section. Below the 'SIGN UP' button is an 'EVENT DETAILS' button. The event listed is for 'June 01 - July 01, 2017' at 'NOKC/Edmond 2017' in 'Market Plaza Shopping Center'.

**UPCOMING EVENTS** [View All](#)

Zip:  < 50 miles

**June 01 - July 01, 2017**  
NOKC/Edmond 2017  
Market Plaza Shopping Center

[SIGN UP](#)  
[EVENT DETAILS](#)

You will need to register as a consignor with each event in which you want to sell. This saves your spot at the event.



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# Some supplies to have handy for Selling:



## STANDARD TAGGING SUPPLIES:

- Computer or mobile device
- Printer\*
- White card stock (60lb+)
- 1.5 - 2.0 inch safety pins
- Child-sized plastic or wire hangers
- Gallon & quart clear ziplock bags
- XL Ziploc/storage bags (Dollar Store!)
- Clear packing tape
- Painters/masking tape
- Scissors
- Ribbon, string or zip-ties

## OPTIONAL SUPPLIES:

- Tagging gun & barbs
- Paper cutter
- Cleaning supplies such as Magic Eraser, stain remover, bleach pen, wrinkle releaser and odor remover—all are helpful!

## \*No Printer? No Problem!

When you finish creating your tags, use the "Print PDF" option and save the PDF file. Printing your tags at an office supply store will save you ink and time. Don't forget to ask them to cut your tags!



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# Step 1: GATHER



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# All the stuff can be overwhelming!

Check all over the home!



**Bedrooms**

- clothing + shoes
- lamps + rugs
- gliders + rockers
- bopples + monitors

**Closets**

- sheets + towels
- diapers + new supplies
- step stools
- pillows + blankets
- maternity wear

**Playrooms**

- puzzles + games
- family DVDs
- dress up + costumes
- crafts + supplies
- instruments
- gaming systems

**Bathrooms**

- diaper disposal systems
- bath toys + supplies
- newborn tubs
- ...and check the garage!

**Have any of these hot-selling items?**

**Large toys**

- exersaucers
- rockers
- play kitchen sets
- tool bench play sets

**Furniture**

- toddler beds
- dressers + bassinets
- rockers + bouncers
- changing tables

**Feeding supplies**

- new pacifiers
- dishes + lunch boxes
- sippy cups + boosters
- safety items

**Outdoor toys**

- bikes + trikes
- scooters + skates
- ride-on toys
- playhouses

Growing children go through a new wardrobe every 6 months, so it's no surprise we can feel overwhelmed!

That's a sign that it's time to clear out everything no longer worn or used. Check seasonal guidelines regarding what's in and what's out for each event.

Look all around your home—let's get busy! It feels so good to clear the clutter. Ahhhh...it will totally be worth it!

**JUST BETWEEN FRIENDS®**

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[illegible]

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# Look everywhere! Clear out, Ca\$h in.

## **Attic or Basement:**

Clothing stored in tubs, larger items such as children's furniture, mattresses, baby gear and other bulky items like pack 'n plays, bassinets and exersaucers.

## **Kid's Bedroom:**

Clothing, shoes, accessories - belts, ties, tights, and socks. Area rugs, picture frames, lamps, wall hangings and other decorative items. From the the nursery-glider and footstool, boppy, baby monitor, infant carrier, humidifier and crib toys.

## **Living Room:**

DVDs, gaming systems, & video games.

## **Linen Closet:**

Crib sheets, hooded towels, character beach towels, washcloths & cloth diapers.

## **Bathroom:**

Potty seats, Diaper Genies, wipe warmers, outgrown (new) diapers, infant tubs, bath seats, bath toys, & step stools.

## **Mom's Closet:**

Best maternity wear, nursing bras, nursing pj's & pillows.

## **Mud Room or Hall Closet:**

Coats, boots, snow pants, mittens, & scarves.

## **Kitchen:**

Children's utensils, dishes, sippy cups, bottles, lunch boxes, high chair, Bumbo & booster seat.

## **Playroom:**

Games, puzzles, books, toys, arts and crafts, dress-up items and costumes. Also extra party supplies like invites, table cloths or favors.

## **Garage:**

Ride-on toys, car seats, scooters, trikes, bikes, bike helmets, sports equipment - including cleats, & don't forget strollers!

## **Outside:**

Slides, playhouse, car seat, swing & sandbox.



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# Step 2:

## KEEP • SELL • TOSS



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# Have a stack of items ready?

Great! Grab 3 totes, baskets, or boxes and let's sort.



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# KEEP



These are items you are not quite ready to let go of just yet. That's perfectly fine! We all keep a few treasures.



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# SELL

## Items sell best when they meet the 4 C's:

- **Clean:** The newer it looks, the better it sells! Check carefully for stains, holes, rips, tears to make sure items are clean, fresh, and in good condition.
- **Current:** Sell clothing, shoes, and items in the correct season—warm weather items at the SPRING event, cool weather clothing at FALL event. Shoppers are looking for current styles and fashion!
- **Complete:** toys, games and puzzles must be sold as a complete set.
- **Compliant:** Check important safety guidelines on [jbfsale.com](http://jbfsale.com). Let's help keep all our children and families safe.



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# TOSS



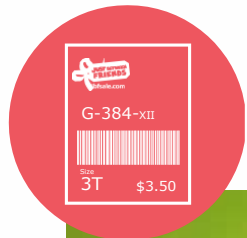
Ah yes. We all know there is such a thing as too well loved. These items have holes, rips, tears, missing pieces. These items can be recycled or donated.



# Step 3: PRICE



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# Pricing: You set your price.



Now that you have a stack of items you want to SELL, it's time to PRICE them.

So, how to price?



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# Be shopper-focused.



Ask, “What price would make me buy this item without a second thought...and then brag about my bargain to my friends?”



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<h1>Pricing Guide</h1> <p>Quick reference for pricing to sell</p>		
<h2>CLOTHING BRANDS</h2>		
retail price less than <b>\$10</b>	<b>Value</b> <ul style="list-style-type: none"><li>• Cherokee</li><li>• Circo</li><li>• Faded Glory</li><li>• Garanimals</li></ul>	price items at <b>\$1 - 4</b>
retail price less than <b>\$20</b>	<b>Standards</b> <ul style="list-style-type: none"><li>• Carters</li><li>• Children's Place</li><li>• Nike</li><li>• Old Navy</li></ul>	price items at <b>\$3 - 6</b>
retail price MORE THAN <b>\$20+</b>	<b>Boutique</b> <ul style="list-style-type: none"><li>• Crewcuts</li><li>• Hanna Andersson</li><li>• Matilda Jane</li><li>• Mud Pie</li></ul>	price items at <b>25-35% of retail price</b>
<h2>OTHER ITEMS</h2>		
	<ul style="list-style-type: none"><li>• Toys</li><li>• Books</li><li>• Baby Gear</li><li>• Equipment</li></ul>	price items at <b>30% of retail price</b>

Price items according to this guide.

Make sure you are priced 50-90% **below** retail prices to appeal to savvy bargain shoppers.

Items priced BEST sell FIRST.





# Pricing: Create your tags

Now that you've thought about your pricing, grab your items and log into your JBF profile on the website. Click the TAGGING button at the top of the page.



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# Pricing: Enter your tags

- Select “Create Tags” to get started.
- Choose the SEASON (Spring/Summer or Fall/Winter).
- Choose the category and size of your item.
- Enter a detailed description and set your price.

Season Spring/Summer Save

Category	Size	Item Description*	Price*	Reduce	Donate	Qty.
Clothing-Girls	12 mo	Baby Gap long-sleeved poika dot aqua t-shirt	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Clothing-Girls	12 mo	Pink Janie & Jack flower dress with bloomers and matching white sweater set. (3-pieces)	7.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1



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# Pricing: Select Preferences

- Select (click box) if you want to:
  - REDUCE: items will go half off on final sale day
  - DONATE: Clicking this box means unsold items will go to local charities AFTER the event if they do not sell. This is a tax deductible donation.

Season Spring/Summer Save

Category	Size	Item Description*	Price*	Reduce	Donate	Qty.
<span>Clothing-Girls</span>	<span>12 mo</span>	Baby Gap long-sleeved polka dot aqua T-shirt	<span>3</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span>1</span>
<span>Clothing-Girls</span>	<span>12 mo</span>	Pink Janie & Jack flower dress with bloomers and matching white sweater set. (3-pieces)	<span>7.50</span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<span>1</span>



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# Pricing: Talk-to-Text TIP!

- Use your smartphone's talk-to-text function to enter tags even faster!





# Pricing: Print your Tags



**PRINT** your tags on white cardstock. We love to use the **9 tags per page** PDF option. After you cut out your tags, organize them by type & size. This will make your next step faster!



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# Step 4: PREP



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# Prep: Grab tags & supplies

Following is what you need to know about attaching tags, packaging non-clothing items, and hanging clothes like a PRO!



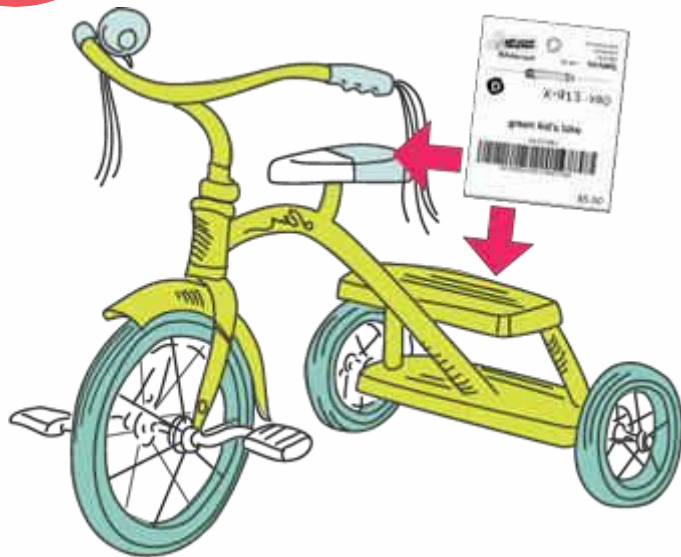
Start with your biggest selling items FIRST to ensure that you will make a good return on your time.

Separating items by size and category will help too.





# Prep: Toys & Gear



Getting these items as clean as you can will help them SELL. A Magic Eraser and some elbow grease go a long way.

Also, check to make sure there are no recalls for these items here. Attach your tag to the item with clear tape or punch a hole in the tag and fasten with a zip-tie—whichever will secure the tag in a visible location.





# Prep: Clothing



Make sure your items are clean—and smell good! A squirt of fabric refresher can go a long way. Using Downy Wrinkle Release, too, will help smooth items—or, you can toss them in the dryer to help get wrinkles out too.

- Grab a hanger and hang your item with the hanger making a question mark.
- Pin or attach your JBF tag to the item's tag or at a seam. Using a tagging gun can help speed things along, too. Just make sure the tag can easily be seen on the item.
- For items like socks or tights, bag them together and tape your tag to the bag using clear tape.





# Prep: Using a Tagging Gun



Tagging guns are AWESOME! BUT make sure you secure the tag **at a seam** so the item will not have a hole in it.



You may want to test this out on an old item you don't plan to sell to make sure you hone your tagging gun skills first.





# Prep: Swim suits & Strappy Items

When pinning items with straps, make sure the safety pin goes **THROUGH** the strap to keep item secured to the hanger.



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# Prep: Multi-Piece Clothing



Position both items on one hanger so you can pin them together as a set.

Sets sell well at our sale! Just make sure the items are secured to the hanger.

Pin the tag so you can see that all items are present. Make note on the tag that this is a multi-piece set.



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# Prep: Bags & Carriers



Hole punch your tags and zip-tie to your bag or carrier. Use pins to secure your bag to a hanger. Make sure the tag is visible.

Also check all the pockets—you don't want to leave anything valuable in them!



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# Prep: Shoes

Hole-punch your tag and use a zip-tie to secure both shoes and tag together. For infant shoes that cannot be zip-tied, place in clear self-sealing bag with tag.



Magic Erasers take off scuffs and help shoes (and other items) sell!





# Prep: Books & DVDs



Use clear bags or clear cling wrap to hold multiple items together. Tie sets of books together.

Use clear tape to attach tags to items. Use painter's tape if removing tape will damage your item.

Do not tape DVDs closed (we will add a security sticker after Drop Off).



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# Prep: BookSets



Use clear bags to keep books together.  
Tape your tag to the outside of your bag.  
Make sure your tag includes all the books that are part of the set.





# Prep: Keepit Safe!



One of the great things about our sale is that Just Between Friends is the only event in the industry to employ a safety and recall specialist! We work to keep families safe.

Please check our website to make sure ALL your items are safe to sell.



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# Prep: Selling a Car Seat or Crib?



Make sure you print and sign our WAIVER and bring that with you to the sale!

Now...you are ready for the last step!



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# Step 5: DROP OFF



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# Drop Off: Pack it up, drop it off.



Now that you've priced, tagged, and prepped, you're ready to drop off!



Keep items organized by size and type to speed things up during the drop off process. Things have a way of shifting around in transit! A few rubber bands can help keep hangers together in the car!



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# Drop Off: Pack up, drop off.



## Drop Off Day:

Monday, March 25, 2-8pm  
Washington Co. Fair Park

- Make an appointment to drop off.
- You will check in at our check-in desk and turn in your waivers and consignor agreement at your scheduled time.



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# Drop Off: What to expect



Once you've checked in, you will place your items in the correct zone.

Items will be grouped by gender, size, and type (toys go together, books, etc).

It's easy to do and the typical consignor can be done in **30** minutes or less, depending on the items.



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# Other good stuff to know:



- You can check your MY JBFTAGS site to see which items have sold. Updated real time
- Your check will arrive within 14 days after the sales event closes!



# Remember to get your PRESALE PASS!



- Grab your Presale pass as you check in!
- As a consignor, you have earned this perk, so plan to shop early—and bring a friend to shop the BEST DEALS!
- SHOP EARLY TIME: **March 26th, 4:30pm**
- Volunteer and shop even earlier!  
Children are allowed at all presales!



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# Picking up Unsold Items?

If you want to PICK UP unsold items (meaning, you chose not to donate unsold items), note that **Sunday, March 31st 5:00pm-6:00pm**

**Donate is picked up at 6:01pm. We will not be calling you if you don't pick up. We will not be storing items if you don't pick up. Sorry, no exceptions!**

After this time, all items, without exception, will be donated to our various charity partners.



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# Other Helpful Resources:



- Facebook CONSIGNOR ONLY page  
Have a question and want help now? Check out our page, just for you! Find it at: Facebook.com/[JBF Germantown/Port Washington Consignors/Sellers Private Facebook Group](https://www.facebook.com/JBF-Germantown-Port-Washington-Consignors-Sellers-Private-Facebook-Group)
- Online How-to Videos  
Check out our YouTube Channel (youtube.com/user/jbfsale) to find all kinds of helpful info including the “How to Tag” video section.



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# Want to shop even *earlier*?



- Our EARLIEST shoppers are those who join our JBF TEAM and help at the sale!
- Look for more information at our website about how YOU can be a part of our team and shop to get to the best deals FIRST!



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# That's it! You're done! HOORAY!



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# Got questions?

Please ask!

I want you to have all you need to sell successfully with **JBF Germantown!**

- Phone/Text: **414.379.0451**
- Email: [robbyntremmel@jbfsale.com](mailto:robbyntremmel@jbfsale.com)
- Facebook Page: **JBFforyou**

*Thanks for being a part of our sale!*



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