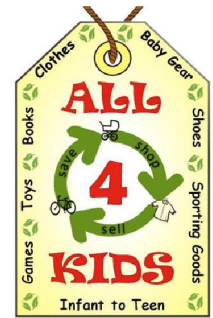


How Do I Hang and Tag My Clothing Items?



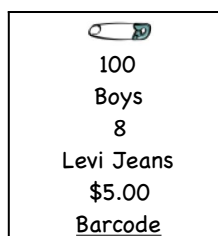
MATERIALS YOU WILL NEED FOR CLOTHING:

- **Standard white index cards**
 - Used for items to be sold at ½ price on Saturday between 11am and 1 pm **and**
 - Donated to a charity if unsold (you cannot reclaim unsold items with a white tag)
- **Brightly colored standard index cards**
 - Used for items you wish to reclaim if unsold
- **Avery 5160** (laser) or **Avery 8160** (inkjet) labels for printing barcodes from your consignor account.
- **Safety pins** (no straight pins or staples)
- **Black/blue marker or pen**
- **Scissors**

CREATING YOUR TAGS FOR CLOTHING

1. Cut index cards in ½
2. Label your tags with the following written information:
 - a. Consignor number
 - b. Gender (if clothing)
 - c. Size
 - d. Brief description of item
 - e. Price
3. Place corresponding barcode sticker at the bottom of the index card. Go to our FAQs page at lall4kids.com to see detailed instructions on how to create and print your labels.

Your tag should look like this:



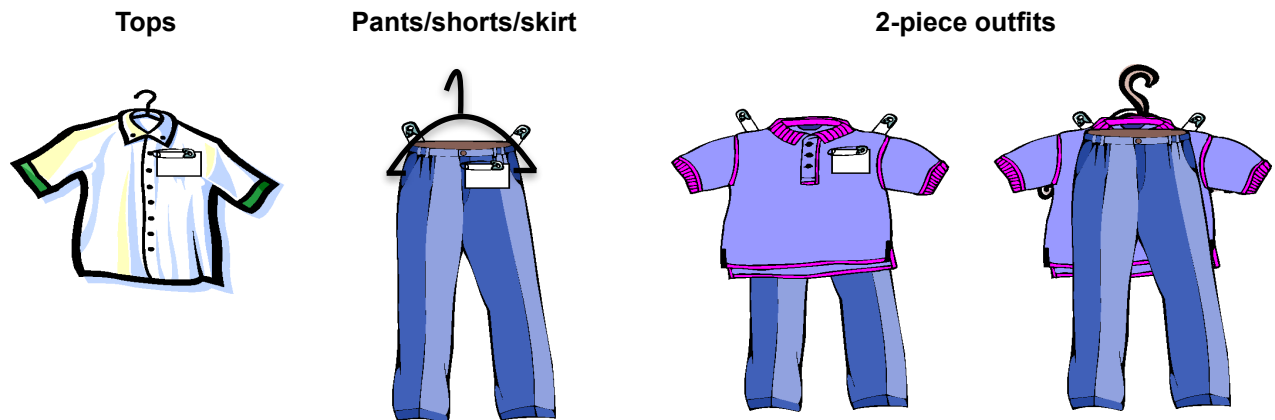
Expert consignor time-saving tip!

Before printing your barcodes, hang all of your clothing and create your tags, except for attaching the barcodes. Once your clothes are ready to go, tally how many bar codes you need for each price amount, including which items will be discounted, and create your barcode order accordingly. This will make the process of adding the barcodes to your clothes more efficient and minimize wasted labels!

Before you begin, PREPARE your sale items by washing, ironing, etc. to make them look as close to new as possible.

HANGING YOUR CLOTHING ITEM

1. Clothing must be hung on **wire hangers** facing **LEFT**. Your hanger should look like a **?**.
2. Pants/shorts/skirts should be pinned to the upper part of the hanger with safety pins. Your clothing items should look like this:



3. Please sort your clothing by type, gender, and size prior to drop-off.

TAGGING YOUR CLOTHING ITEM

1. Using the safety pins, pin the tag horizontally. No straight pins or staples.
2. Tags should be pinned at **upper right** of garment as it faces you.
3. All wire hangers should face left (see illustrations above)

Your tagged garment should look like this:



*ITEMS THAT LOSE THEIR TAGS DURING THE SALE WILL BE SOLD AS **DONATED** ITEMS AND WE WILL BE UNABLE TO CREDIT YOU FOR THEM. So please make sure your tags are on securely!

*All items must be clean and in good condition. Clothing that will not be accepted: Garments that are dirty, stained or ripped * Items out of season * Items not tagged properly

*Items will be inspected as they are brought in at your assigned check-in time. Items not meeting the above criteria will not be accepted.