

WELCOME TO THE SBC FAMILY

SECOND BLESSINGS
consignment

AUGUSTA • GEORGIA

CONSIGNORS GUIDE
to selling your goods

About Second Blessings

Second Blessings is a pop-up consignment store serving the Augusta, Georgia area. We host seasonal warehouse-style consignment sales where our registered consignors can sell their gently-used and like-new items and profit 60% of the sales price.

Our sale locations change based on location availability and size of the sale but are always within the Augusta area. The success of our sales relies on our consignors and local volunteers helping out! If you'd like to volunteer at a sale, you can earn an additional 10% of your item sales. To sign up to volunteer, send us an email or fill out the volunteer sign up on our website at www.secondblessingsaugusta.com/volunteers.

Second Blessings Consignment is locally owned and operated by Melissa & Erik Cates. We are happy to answer any questions you may have about the consigning process and are here to help you every step of the way. If you can't find the answer to your question in this guide - our email is at the bottom of the page. Thank you for consigning with us! We can't wait to meet you.

- The Cates Family



WHAT'S INSIDE?

| | |
|-------------------------------|--------|
| The Consignment Process | PAGE 1 |
| Acceptable Items List | PAGE 2 |
| Preparing your items for sale | PAGE 3 |
| Tips & Trick (Print this!) | PAGE 5 |
| Tagging Your Items | PAGE 6 |

get ready to have some fun!

sell with us in seven simple steps

1

REGISTER TO CONSIGN

When you create an account, your consignor number will appear on the login welcome page. The \$15 non-refundable fee will be paid at the time of registration.

2

PREPARE AND TAG YOUR ITEMS

Set aside what items you want to consign and decide on your prices (think 25-33% of retail value). Print your own tags at home and prepare all of your items for the sale. Be sure to follow our guidelines for tagging.

3

TELL YOUR FAMILY & FRIENDS

Our sales rely on consigners and attendees to spread the word! The more people who come, the better chance you have of selling all of your items. Get the word out to everyone you know.

4

BRING YOUR ITEMS TO DROP OFF

Once you've priced and tagged your items, drop them off with us during your designated drop off time and we'll sort them and prep them for the sale.

5

SHOP BEFORE THE PUBLIC

That's right - you get first pick of all available items for sale! Invite your family and friends to use their special passes, too. We reward our consigners with an exclusive shopping experience.

6

PICK UP UNSOLD ITEMS (OR DONATE THEM!)

Any items you consigned that still remain after the sale ends will be sorted and available for you to pick up. If you wish to donate them instead, just let us know and we'll make the donation for you.

7

RECEIVE YOUR PAYOUT!

We do our best to send all payouts within 14 days of the final day of the sale, either by check or PayPal.

WE TRY TO MAKE THE CONSIGNMENT PROCESS SIMPLE & EASY FOR YOU. REMEMBER TO PROMOTE THE SALE WITH FAMILY AND FRIENDS SO IT CAN BE AS SUCCESSFUL AS POSSIBLE. FIND ITEM PREP & TAGGING INFORMATION ON THE NEXT FEW PAGES.

a few items that

WE LOVE TO SEE AT SALES

- New & Gently-Used brand name clothing, shoes and accessories (size Newborn to Adults) Please only sell seasonal items as respective sales (spring/summer clothing for those sales and fall/winter/cold weather clothing at the fall sale). Clothing must be currently style and purchased in the last 2-3 years.
- Formal attire for proms, bar/bat mitzvahs, weddings, holidays and portraits
- Maternity, Nursing, & Post-partum Clothing
- Diaper Bags and Infant Accessories
- Strollers, Baby Carriers and Slings
- Furniture: Cribs, Mattresses, Changing Tables, Gliders, Toddler Beds, Dressers, Small chairs, Etc.
- Custom and Name Brand Bedding, Room & Wall Decor, Rugs, Window treatments and other coordinating items (include a photo if possible to show assembly)
- DVD Movies in new or excellent condition
- Halloween costumes, tutus, other whimsical dress-up
- Sportswear, Girl & Boy Scout Uniforms, Dance & Recital Outfits
- Toys, Games, Puzzles & Crafts
- Large Outdoor & Indoor Play Structures, Slides, Climbing Structures, playhouses, dollhouses, etc.
- Bikes, Scooters, Tricycles, Motorized Cars, Ride-On Toys, etc.
- Baby gear such as exersaucers, bouncy seats, swings, pack 'n plays, play gyms, bumbos, high chairs, baby gates, etc. in excellent condition (current within last 3 years)
- Home School Supplies and Unused Workbooks
- Infant/Childrens/Tweens BOOKS - must be in excellent condition - no crayon marks, tears, etc.
- Feeding Accessories
- Housewares

****25 item limit per gender on adult & junior clothing and 10 item limit per gender on all shoes****

TO ENSURE QUALITY OVER QUANTITY

no exceptions!

ITEMS WE DO NOT ACCEPT

- Any dropside crib.
- Any carseat or booster seat that was previously involved in any automobile accident.
- Plush/Stuffed animals, with exception of Build-A-Bear or similar brands
- Undergarments that have been worn
- VHS movies

keep in mind...

- Childrens outfits sell better than separates
- Make sure all toys are CLEAN and ALL parts are included.
- All items requiring batteries must be in working condition
- Plan to sell your items at 25-33% of retail
- Start planning EARLY and setting aside items you want to sell in a separate area of your house. Tagging takes a while!

TO MAINTAIN OUR REPUTATION FOR QUALITY, GENTLY-USED ITEMS, ALL CONSIGNORS MUST ADHERE TO THE FOLLOWING GUIDELINES.

CLOTHING:

- All clothing must be freshly laundered, clean, of a current style and *free of the following*: rips or tears, stains, fading, broken zippers, missing buttons, excessive wear, pilling, wear at knee or hem of pants/jeans, and cracked “iron-on” type pictures or graphics on shirts, smoke odor, pet hair.
- All clothing must be neatly hung on HANGERS (any kind-tubular, plastic or wire are all ok!) Wal-Mart & dollar-stores are both good sources for cheap hangers. Hold on to dry-cleaning hangers and hangers that come w/ clothing you purchase throughout the year. Try asking friends via social media.
- Hang clothing sets on ONE hanger by pinning the top and bottom of clothing together. Adult-sized dry cleaning wire hangers work great for pinning sets together onto one hanger (see photo below).
- Hang clothing so that the HANGER HOOK is pointing to the LEFT (like a question mark ?)

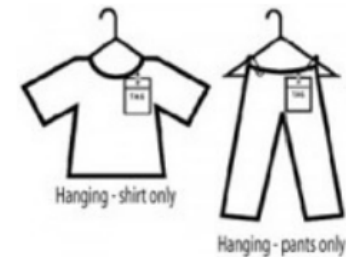
PREPARING CLOTHING ITEMS:

Hang pants, shorts, skirts, etc by pinning at the waist onto wire child or adult sized hangers (see photo examples).

Use safety pins to attach accessories (bows, socks, belts, etc) that match an outfit.

***PLEASE, PLEASE try not to pin or attach tags directly into the clothing fabric as it often LEAVES A HOLE.** This is extremely frustrating to a buyer when they discover it at home! If possible, attach pins to the thick seams of clothing (waistline, neckline, etc).

Attach tag to clothing using a SAFETY PINS only! Tags should be attached to the RIGHT side of the garment only, unless pinned on garment’s label.



PLEASE REFER TO THE EXAMPLES SHOWN WHEN PREPARING ALL OF YOUR CLOTHING ITEMS!

PRICING TAGS MUST BE SECURELY ATTACHED:

We can not sell your item if the tag has fallen off, even if a customer really, really wants it!

TO MAINTAIN OUR REPUTATION FOR QUALITY, GENTLY-USED ITEMS, ALL CONSIGNORS MUST ADHERE TO THE FOLLOWING GUIDELINES.

PRICING TAGS MUST BE SECURELY ATTACHED:

We can not sell your item if the tag has fallen off, even if a customer really, really wants it!

SHOES:

Shoes should be NEW or NEXT-TO-NEW. Buyers are very picky when it comes to purchasing used footwear.

- Tie shoes together with string/ribbon or plastic zip-ties.
- Use a hole punch to attach the price tag (at the top of tag) through the string/ribbon or ziptie. If you choose to put shoes in a ziplock bag, tape the bag shut and tape the tag to the OUTSIDE of the bag so that it can be scanned at check-out.

BOOKS:

- Books should be gently used, clean and in good condition. No rips or tears to binding or pages. No writing on pages. (Dedications written on inside front cover/page are ok.)
- Multiple books can be sold as a set by placing them in a ziplock bag or by tying the books together
- SECURELY with string/ribbon or multiple rubber bands. (Be sure the books will not easily become separated!)
- **Use low-tack, "blue" painters tape to attach tags to books. Do not use clear packing or mailing tape as it often damages the book when removed. DO NOT put tape over the BAR CODE at the bottom of the tag.**

TOYS, BABY GEAR, ETC.:

- Must be CLEAN and in WORKING CONDITION. ALL ESSENTIAL PIECES of toys, games, puzzles, equipment etc. should be included.
- All items requiring batteries MUST HAVE WORKING BATTERIES installed. Batteries can be found inexpensively at dollar-stores. Make sure tag is securely attached.
- **DO NOT** put tape over the BAR CODE at the bottom of the tag.
- Use low-tack, "blue" painter's tape on items that would be easily damaged when tape is removed. Avoid taping over paper or 'stickers' on toys, these are easily damaged when tape is removed.

ITEMS WITH MULTIPLE PARTS:

Items to be sold together should be in a ziplock bag that is SECURELY TAPED SHUT. Attach tag to the OUTSIDE of the zip-lock bag so that the tag can be easily scanned at check-out. Attach a list of the bags contents so the buyer knows exactly what is inside the bag. It is critical that ALL pieces and parts of an item are SECURELY attached to one another. Run clear packing tape around all pieces several times to keep everything together.

FURNITURE & LARGE ITEMS:

We recommend taking a picture of the assembled item before taking it apart so the purchaser knows what it's supposed to look like. Ensure items are cleaned/dusted and have all necessary parts.

Tips and Tricks

FOR PREPPING & TAGGING YOUR ITEMS

- Please print on white or light colored 60-67# cardstock paper.
- Silver safety pins – no small gold or straight pins allowed
- Price your items at 25% to 33% of retail
- Seal Ziploc bags with clear packing tape
- Use the Draft or Normal print setting on your printer. This is important for the barcode to be printed clear enough to scan.
- Children's outfits sell better than separates
- Use plastic or wire hangers
- Turn off all Pop-Up Blockers before printing
- Clothes must be hung so that the hangers look like a question mark (?)
- Use child sized plastic or wire hangers and face them like a question mark (?).
- Using white cardstock paper, pin the tag to the top right hand side of the garment as you are looking at it.
- When it is 2 pcs, pin the waist of the bottoms to the shirt at the top of the hanger.
- When including an accessory, put it in a ziploc bag and seal with clear packing tape.
- Pin the white cardstock tag thru the bag and onto the garment in the upper right hand side – as you are looking at it.
- When hanging bottoms, pin the item at the waist and attach the top of the hanger.
- When you have a group of accessories, toys, etc... put in the appropriate sized ziploc bag and seal with clear packing tape.
- Attach the tag on the bag with the packing tape as well.
- Make sure your toy is clean and ALL parts are included. If you have parts that go along with the toy, put them in the appropriate sized ziploc and attach it with clear packing tape. Use packing tape to adhere the parts ONTO the toy, so they won't separate from each other. Use the packing tape to adhere the tag as well.
- Make sure all items requiring batteries are in working condition!

PRICING TAGS MUST BE SECURELY ATTACHED:

We can not sell your item if the tag has fallen off, even if a customer really, really wants it!

(psst...we recommend printing this page to reference when you prep and tag your items)

YOU WILL USE OUR ONLINE TAGGING SYSTEM TO ENTER THE TAG INFORMATION FOR EACH ITEM AND PRINT YOUR OWN TAGS. PLEASE REFERENCE THIS SHEET WHILE CREATING TAGS FOR YOUR ITEMS.

PRINT TAGS ON WHITE CARDSTOCK! The system will print 6 tags per page.

The ONLINE TAGGING SYSTEM is easy to use and will allow you to maintain an inventory of the items you are bringing to the sale. You will be able to see exactly which of your items sold and how much you've earned at the close of the sale.

PLEASE NOTE: The online tagging system will close 48 HOURS PRIOR TO DROP OFF. At that time you will NOT be able to enter new items for tags, schedule drop-off appointments or volunteer shifts, make any changes etc. ***You will, however, be able to log-in to your account and PRINT any tags that were entered before the system shut off.***

To access the online tagging system, you must be a **REGISTERED CONSIGNOR** for each sale. To register as a consignor, visit www.secondblessingsaugusta.com and click "Become a Consignor"

CREATING YOUR TAGS:

- Go to www.secondblessingsaugusta.com and click "Existing Consignor Login" and log into the sale manager using your consignor number and password.
- Click on "Work with consigned inventory" and follow the prompts to enter your tag info for each item. All tags should include a FULL DESCRIPTION of items, including specific brand, color, number of pieces, size, etc.
 - See the example below for how to accurately tag and price your items.
- If you want the item to sell for 50% off during the 50% off sale, check the box next to "Check To Discount"
 - the words 'DISCOUNT: YES' will print above the price on discounted tags)
- If you would like us to DONATE the item if it doesn't sell, check the box next to "Check To Donate" (the words "Donate: Yes" will print in the left-hand corner of the tag if you would like the item donated).
 - Please consider utilizing this option. We work with several great local charities that would be thrilled to pass your unsold items on to children & families in need!!
- Click "I'm finished for now" when you are ready to exit the system.

PRICING GUIDELINES:

- All CLOTHING items must have a minimum price of \$2.00. (You may hang or bundle more than one item together to get to the \$2.00 minimum if needed)
- All OTHER ITEMS must have a minimum price of \$1.00. Price in whole-dollar increments only (for example, \$2.00, \$3.00, \$4.00 \$5.00).

***** Our most successful consignors price their items TO SELL!! *****

All unsold items not marked for donation will be available for pick-up MONDAY after the sale.

Please sign up for a pick-up time in the Consignor portal. All items MUST be picked up during the designated pick-up hours. All items NOT picked up within designated times will become property of Second Blessings and will be donated.

YOU WILL USE OUR ONLINE TAGGING SYSTEM TO ENTER THE TAG INFORMATION FOR EACH ITEM AND PRINT YOUR OWN TAGS. PLEASE REFERENCE THIS SHEET WHILE CREATING TAGS FOR YOUR ITEMS.

PRINT TAGS ON WHITE CARDSTOCK! The system will print 6 tags per page.

TO PRINT YOUR TAGS:

- Enter CTRL-P on your keyboard OR at the top left in the tag window select: 'File' then 'Print'. You may need to use the "draft" or "normal" setting to ensure barcodes print clearly.
- Tags will print 6 to a page. If you have any problems, try printing with the create PDF box checked.
- Use white cardstock only (no lightweight copy paper - tags printed on plain copy paper tear & fall off easily!) Cardstock is available at Target, Wal-Mart, Big Lots, office supply stores, etc.

EXAMPLE TAG:

- ITEM DESCRIPTION: 2pc Ralph Lauren s/s shirt shorts blue green (DO NOT just say "shirt + shorts")
- Include specific information like brand, color, number of pieces included, size, etc. - include anything that will help us determine which item goes with which tag.

IMPORTANT THINGS OF NOTE:

- Handwritten info on tags will not be accepted.
- If you make any changes to your tag's info in the online tagging system, you MUST reprint a new tag.
- Select a SIZE from the drop-down menu. For Children's items sized Small, Medium, Large, etc, use your best numeric estimate. You can note S, M, L, etc..in the description. Clothing will be sorted by numeric sizes in infant through Children's size 18.
- Please assign Adult tops (XS, S, M, L, etc) and bottoms a numeric size value. Use your best judgement. Don't hesitate to contact us with any questions you may have.



THANKS FOR CONSIGNING WITH US!

If you have any questions, please don't hesitate to get in touch.

(706) 840-3139

hello@secondblessingsaugusta.com

WWW.SECONDBLESSINGSAUGUSTA.COM