

Instructions for Uniform Consignment Sellers

To Prepare Items For Sale:

- Print out tags and *Itemization List* (both on pages 3-5 of this document) on colored paper, if possible. (This is helpful in the sorting process.)
- Launder used clothing, and double check for stains. We cannot sell (nor donate to Ditto) items that are damaged, stained, dirty, or terribly wrinkled.
- Fill out the *Itemization List* to be turned in with your items; keep a copy for your records.
- Your Seller ID# will be the last four digits of your cell phone number followed by your last name initial.
- Pricing Guidelines based on last year's sales:

Polos \$6-7	Oxfords \$8	Quarter zips: \$10-\$15
Skirts \$12-\$20	Fleeces \$8	Sweatshirts and Hoodies: \$10 - \$20
Shorts \$10-\$12	Sweaters \$8	
Pants \$10-\$15		
- Please indicate on each tag if you would like to discount your items the last two days of the sale, by 50% of your original price, by circling Y or N by "Reduction." If not marked, we will assume no discount is to be offered.
- Attach completed tags to the garments with SAFETY PINS (no stick pins or tape) on the upper left-hand side above the Westminster logo for shirts, and on the left side waistband for bottoms. All items must be tagged at drop-off.
- Hang shirts on wire hangers with the opening facing left.
- There is no need to hang bottoms.
- Please be aware that some clothing items sell better than others. "Spirit Wear" (hoodies, quarter zips), skirts, and shorts/pants are the best sellers.
- We do not sell PE shirts or shorts. We can donate them to Ditto for you if your student's name is not written on them.
- Drop off items in the 7th grade Commons during drop off dates/times listed below.
- No drop-offs will be accepted during the sale. Any items received during the sale will be donated to Ditto.

Other Considerations

- To help defer the cost of hosting this event, a 90/10 split will be applied to each sale, with the sellers retaining 90% of the sale amount and the school retaining 10%.
- We will accept checks and cash for purchases. No IOUs will be issued.
- No holds on items for later pick-up/payment.
- Sellers should pick up their unsold items and their proceeds on **Wednesday, August 10**. Any items unclaimed after this date will be donated to Ditto.
- Inventory will be kept in a locked room between sale dates.

2022 DROP OFF DATES—all in the 7th grade Commons

- Monday, June 6, 9-11 a.m.
- Monday, June 13, 5-7 p.m.
- Monday, June 20, 9-11 a.m.
- Monday, June 27, 9-11 a.m.
- Monday, July 11, 5-7 p.m.
- Monday, July 18, 5-7 p.m.
- Monday, July 25, 9-11 a.m.
- Monday, August 1, 5-6 p.m. (***)Last day to drop off)

PICK UP ALL UNSOLD CLOTHES AND PROCEEDS (unless donating to Ditto)

- Wednesday, August 10

Safety Pin Here

Seller ID # _____

Size _____ Color _____

Item _____

Girls Women Juniors

Boys Men

Price \$ _____

Reduction? Y N

Safety Pin Here

Seller ID # _____

Size _____ Color _____

Item _____

Girls Women Juniors

Boys Men

Price \$ _____

Reduction? Y N

Safety Pin Here

Seller ID # _____

Size _____ Color _____

Item _____

Girls Women Juniors

Boys Men

Price \$ _____

Reduction? Y N

Safety Pin Here

Seller ID # _____

Size _____ Color _____

Item _____

Girls Women Juniors

Boys Men

Price \$ _____

Reduction? Y N

