

Instructions for Uniform Consignment Sellers

2024

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 very helpful in the sorting process. For example, page 3 is printed in all green for the tags to be green, or on all blue paper for the tags to be blue, etc. Another option is to use special ink—for example: white paper, but a purple marker used on all tags or white paper with orange Sharpie on all tags.)
- 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. (Example: 9092R)
- Pricing Guidelines based on last year's sales:

Polos \$6-10	Oxfords \$8-10	Quarter zips: \$12-\$18
Skirts \$18-\$32	Fleeces \$8-12	Sweatshirts and Hoodies: \$15-\$28
Shorts \$10-\$15	Sweaters \$8-12	
Pants \$10-\$17		
- 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 on/near the Westminster logo for shirts, and on the left side waistband for bottoms.** **ALL ITEMS MUST BE TAGGED AT DROP OFF, UNLESS YOU ARE DONATING.**
- Hang shirts on wire hangers with the opening facing left.
- There is no need to hang bottoms.
- We do not sell PE shirts or PE 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 or held for sale the following year.

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 7**. Any items unclaimed after this date will be donated to Ditto or held as a donated consignment to WCA for next year's sale.
- Inventory will be kept in a locked room between sale dates.

2024 DROP OFF DATES-all in the 7th grade Commons

- Tuesday, June 4, 4:30-6 p.m.
- Monday, June 10, 9:30-11 a.m.
- Tuesday, June 18, 4:30-6 p.m.
- Monday, June 24, 9:30-11 a.m.
- Tuesday, July 9, 4:30-6 p.m.
- Monday, July 15, 9:30-11 a.m.
- Tuesday, July 23, 4:30-6 p.m.
- Wednesday, July 31, 4:30-5:30 p.m. (***)Last day to drop off)

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

- Wednesday, August 7

Tags

<p>(safety pin here)</p> <p>Seller ID # _____</p> <p>Row # ____ Size ____ Color _____</p> <p>Item Description: _____</p> <p>Circle one: Girls Women/Juniors Boys Men Unisex</p> <p>Price \$ _____</p> <p>Reduction? Y N</p>	<p>(safety pin here)</p> <p>Seller ID # _____</p> <p>Row # ____ Size ____ Color _____</p> <p>Item Description: _____</p> <p>Circle one: Girls Women/Juniors Boys Men Unisex</p> <p>Price \$ _____</p> <p>Reduction? Y N</p>
<p>(safety pin here)</p> <p>Seller ID # _____</p> <p>Row # ____ Size ____ Color _____</p> <p>Item Description: _____</p> <p>Circle one: Girls Women/Juniors Boys Men Unisex</p> <p>Price \$ _____</p> <p>Reduction? Y N</p>	<p>(safety pin here)</p> <p>Seller ID # _____</p> <p>Row # ____ Size ____ Color _____</p> <p>Item Description: _____</p> <p>Circle one: Girls Women/Juniors Boys Men Unisex</p> <p>Price \$ _____</p> <p>Reduction? Y N</p>

Itemization List

Seller's Name _____

Tag color: _____

Seller's ID# _____

Phone # _____

With my unsold items... (circle one):

I'd like to pick them up on August 10. ****OR**** Please donate to Ditto/WCA.

G=Girl W=Women/Junior B=Boy M=Men U=Unisex (spirit wear)

Item Row #	Item Description	Color	Category (circle)	Size	Price	CHECK WHEN SOLD (Leave blank now.)
0	<i>Example: Long Sleeve Polo Shirt</i>	<i>Blue</i>	G W/J B M U	8	8.00	
1			G W/J B M U			
2			G W/J B M U			
3			G W/J B M U			
4			G W/J B M U			
5			G W/J B M U			
6			G W/J B M U			
7			G W/J B M U			
8			G W/J B M U			
9			G W/J B M U			
10			G W/J B M U			

Item Row #	Item Description	Color	Category (circle)	Size	Price	CHECK WHEN SOLD (Leave blank now.)
11			G W/J B M U			
12			G W/J B M U			
13			G W/J B M U			
14			G W/J B M U			
15			G W/J B M U			
16			G W/J B M U			
17			G W/J B M U			
18			G W/J B M U			
19			G W/J B M U			
20			G W/J B M U			
21			G W/J B M U			
22			G W/J B M U			
23			G W/J B M U			
24			G W/J B M U			
25			G W/J B M U			
26			G W/J B M U			
27			G W/J B M U			

Item Row #	Item Description	Color	Category (circle)	Size	Price	CHECK WHEN SOLD (Leave blank now.)
28			G W/J B M U			
29			G W/J B M U			
30			G W/J B M U			
31			G W/J B M U			
32			G W/J B M U			
33			G W/J B M U			
34			G W/J B M U			
35			G W/J B M U			
36			G W/J B M U			
37			G W/J B M U			
38			G W/J B M U			
39			G W/J B M U			
40			G W/J B M U			
41			G W/J B M U			
42			G W/J B M U			
43			G W/J B M U			
44			G W/J B M U			

Item Row #	Item Description	Color	Category (circle)	Size	Price	CHECK WHEN SOLD (Leave blank now.)
45			G W/J B M U			
46			G W/J B M U			
47			G W/J B M U			
48			G W/J B M U			
49			G W/J B M U			
50			G W/J B M U			
51			G W/J B M U			
52			G W/J B M U			
53			G W/J B M U			
54			G W/J B M U			
55			G W/J B M U			
56			G W/J B M U			
57			G W/J B M U			
58			G W/J B M U			
59			G W/J B M U			
60			G W/J B M U			
61			G W/J B M U			

Item Row #	Item Description	Color	Category (circle)	Size	Price	CHECK WHEN SOLD (Leave blank now.)
62			G W/J B M U			
63			G W/J B M U			
64			G W/J B M U			
65			G W/J B M U			
66			G W/J B M U			

67			G W/J B M U			
68			G W/J B M U			
69			G W/J B M U			
70			G W/J B M U			
71			G W/J B M U			
72			G W/J B M U			
73			G W/J B M U			
74			G W/J B M U			
75			G W/J B M U			
76			G W/J B M U			
77			G W/J B M U			
78			G W/J B M U			

79			G W/J B M U			
80			G W/J B M U			
81			G W/J B M U			
82			G W/J B M U			
83			G W/J B M U			
84			G W/J B M U			
85			G W/J B M U			
86			G W/J B M U			
87			G W/J B M U			
88			G W/J B M U			
89			G W/J B M U			