

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



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FRIENDS®**

**shop. sell. save. smart!™**

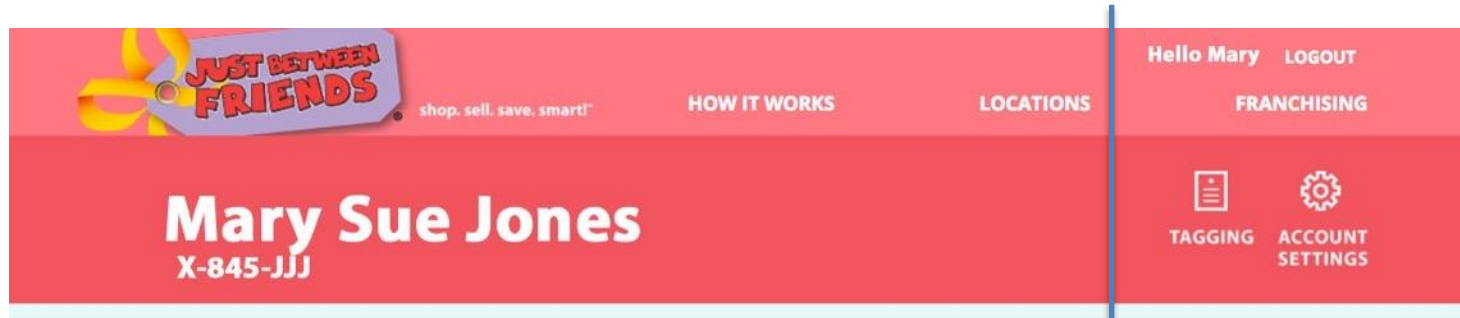
# Hey there, Rock Star!

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 [okc.jbfsale.com](http://okc.jbfsale.com)



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Hello Mary LOGOUT

Mary Sue Jones X-845-JJJ

TAGGING ACCOUNT SETTINGS

## 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 for each event. That points your tags to the correct event each season, so you can track your sales.



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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 inch safety pins
- Plastic hangers (child and adult)
- Gallon & quart clear ziploc bags
- XL Ziploc/storage bags (Dollar Store!)
- Clear packing tape (I like Duck brand)
- Ribbon, string or zip-ties
- Scissors

## 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 your home!

### Bedrooms

- clothing + shoes
- gliders + rockers
- boppies + monitors

### Closets

- sheets + towels
- diapers + new supplies
- step stools + sleeping bags
- baby + kids blankets

### Playrooms

- puzzles + games
- dress up + costumes
- instruments
- gaming chairs + systems

### Bathrooms

- diaper disposal systems
- bath toys + supplies
- baby bathtubs

### Feeding supplies

- dishes + utensils
- sippy cups + boosters
- safety items



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 on the website for what's in and what's out each season.

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

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# The things we can not accept

Thanks for understanding! *This will help with safe distancing at the sale.*

No Maternity, juniors, or adult clothing

No Miscellaneous Arts & Crafts  
(must be in a boxed set)

No Bedding sets\*  
\*Individual blankets are fine but they must be secured to a hanger. They will be hung under the newborn clothing.

No DVDs

No Party Supplies

No Breastpumps

No Parenting Books

No Backpacks, Lunchboxes, and purses

**Can accept the following:**  
changing pad covers, mattress protectors, and sheets (bassinet, crib, toddler, kid themed twin/full)  
**Must be on a hanger.**



# Step 2:

## KEEP • SELL • TOSS





# Have a stack of items ready?

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





# 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—check out the seasonal clothing list on the website. 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 [jbsale.com](http://jbsale.com). Let's help keep all our children and families safe.





# 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<br><b>\$10</b>   | <b>Value</b><br><ul style="list-style-type: none"> <li>Cherokee</li> <li>Circo</li> <li>Faded Glory</li> <li>Garanimals</li> </ul>            |
| retail price less than<br><b>\$20</b>   | <b>Standards</b><br><ul style="list-style-type: none"> <li>Carters</li> <li>Children's Place</li> <li>Nike</li> <li>Old Navy</li> </ul>       |
| retail price MORE THAN<br><b>\$20+</b>  | <b>Boutique</b><br><ul style="list-style-type: none"> <li>Crewcuts</li> <li>Hanna Andersson</li> <li>Matilda Jane</li> <li>Mud Pie</li> </ul> |
| <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<br><b>30%</b><br>of retail price   |



**Charge a little MORE for:**  
 new with tags  
 hot selling  
 like-new  
 large toys

**Charge a little LESS for:**  
 infant clothing  
 play clothes  
 good condition  
 maternity



**Want to make EVEN MORE?**  
 • Sell only your best!  
 • Opt in to 1/2 price sale  
 • Help out at the sale

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**.

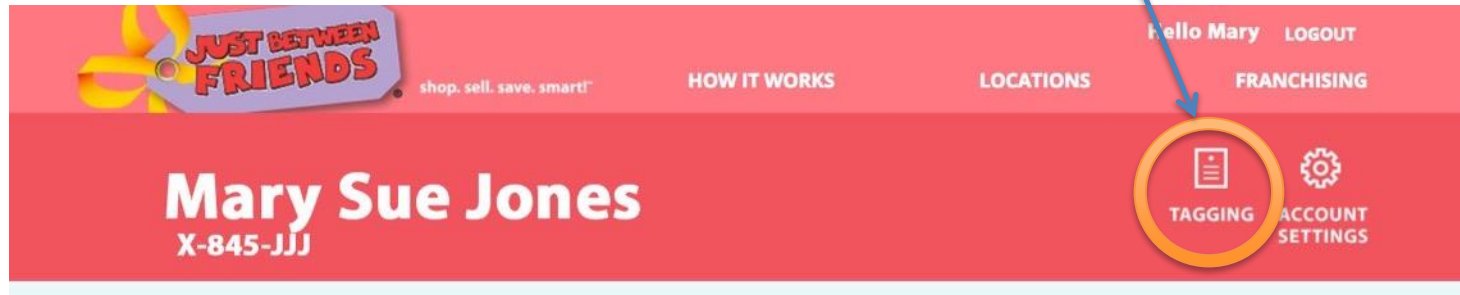






# Pricing: Create your tags

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.





# Pricing: Enter your tags

- Select “Create Tags” to get started.
- Choose the SEASON (this helps you organize your tags).
- Choose the category and size of your item (double check that you entered the correct size).
- Enter a detailed description and set your price.

Season

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





# Pricing: Select Preferences

- Select (click box) if you want to:
  - REDUCE: items will be discounted at the end - highly recommended to sell all your items.
  - DONATE: Clicking this box means unsold items will go to local charities if they do not sell. We sort all items for pick up so don't worry if you change your mind.
  - **You can set your account to automatically reduce and/or donate. Go to "MY SETTINGS" to update.**

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  | <input type="text" value="3"/>    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value="1"/> |
| <span>Clothing-Girls</span> | <span>12 mo</span> | Pink Janie & Jack flower dress with bloomers and matching white sweater set. (3-pieces) | <input type="text" value="7.50"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="text" value="1"/> |





# Pricing: Talk-to-Text TIP!

- Use your smart phone's speaker function to enter tags even faster!





# Pricing: Print your Tags



**PRINT** your tags on white cardstock

Tip: After you print, number each tag so you can put the tags in order after you cut -use a pencil and put the number in an inconspicuous place. 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!

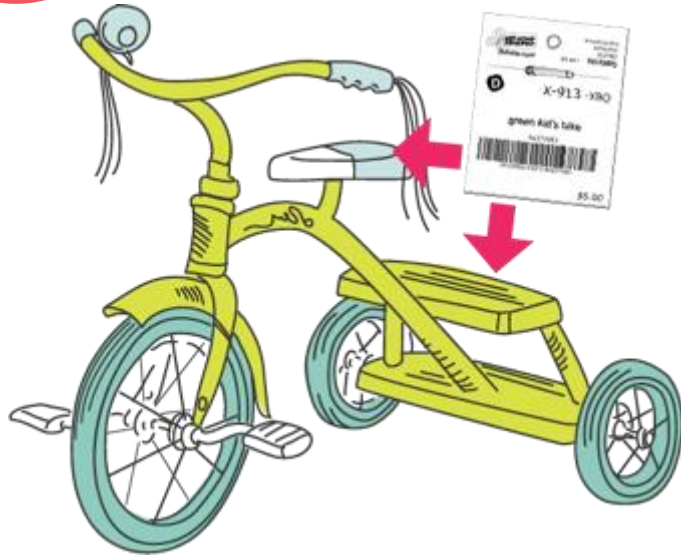


Start with your biggest selling items **FIRST** to ensure that you will make a good return on your time. Separating items by size and category will help too.





# 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. Attach your tag to the item with clear tape or punch a hole in the tag and fasten with a zip-tie—if you punch a hole in the tag remember to reinforce it with tape.







# 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 your JBF tag to the right upper side. If using a tag gun attach to size tag or inside middle seam. Using a tagging gun can help speed things along. Just make sure the tag can be easily seen at the top of the item. And don't make a hole through clothing.
- 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 through **an inside seam** so the item will not have a hole in it. Test on an old item first.



Don't place tags under the arm pit or on a side seam. Tags that dangle are hard for us to scan and sort - and kids tend to rip them off.





## Prep: Pants & shorts



Make sure pants and shorts are attached to the top of the hanger.

Go through the MIDDLE of BOTH areas of the waistband to keep the pants from gaping and sliding to the bottom.





# Prep: Multi-Piece Clothing



Position both items on one hanger so you can pin them together as a set. All pieces must be pinned together.

Sets sell well at our sale! Just make sure the items are **THE SAME SIZE** and secured to the hanger.

Safety Pin through all the pieces and around the hanger to give support and prevent a tear.





# Prep: Shoes



Hole-punch your tag and use a zip-tie to secure both shoes and tag together.

Remember to reinforce the tag with tape before you punch a hole in it – we want to keep your items secure. For shoes that cannot be zip-tied, use a safety pin or place in a clear bag. Most shoes have a spot to zip-tie – get creative.

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



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# Prep: Books



It is best to sell books individually. If you have a set of books place them all in a large Ziploc bag and seal the bag with tape. Do not tie or tape books together since they can be easily separated and damaged this way.

Use clear tape or blue painters tape to attach tags to items. Cover the book barcode with your barcode tag (this helps us at check out).

REMINDER: We no longer accept DVD's





# Prep: Keep it 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.





# Prep: Selling a Car Seat or Crib?



Make sure you print and sign our WAIVER and bring that with you to the sale!  
It's located on the How to Sell page on the website [okc.jbfsale.com](http://okc.jbfsale.com)

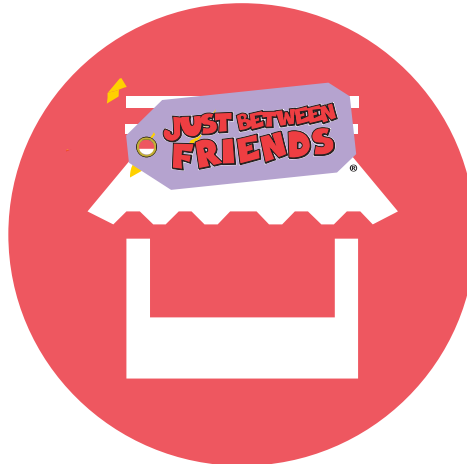
Now...you are ready for the last step!



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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!





# Drop Off at State Fair Park



## Consignor Drop Off Times:

[Click here to schedule your drop off time](#)

**Thursday, March 21**

**2pm-5pm – Perfect Consignors only**

**5pm-8pm - ALL Consignors**

**Friday, March 22**

**10am-2pm - ALL Consignors**



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# Drop Off: What to expect



1. Drive up and look for the JBF crew on the side of the building. Items you want unloaded must be in tubs or boxes. Clothes do not need to be in boxes but organized so we can help you unload your items quickly. Drive Large items to the back loading door.

**2. Create and Print 2 barcode tags to bring with you !!**

→ **just 2 tags not 2 sets**

Enter this in the description when creating the tag (or write it in)

→ First and Last Name, cell phone number, and email address

**Tag #1** will be left at the check in desk as you walk in the door. instead of waiting in line to check in and verify your information, you leave your tag in a basket and move on to inspections.

**Tag #2** will be left with your clothes during inspection. Then you can place your non-clothing items on the sales floor. The inspector will text when clothes are ready for you to place on the racks. (Perfect Consignors bypass this step).

3. After inspection, **you will place all items on the sales floor**, so plan to allow 60-90 minutes depending on how many items you are selling.



# Other good stuff to know:



- You can check you're MY JBF TAGS site to see which items have sold.
- Your check will be emailed 14 days after the sales event closes (often times quicker)!

Consignors earn up to **80%** on their sold items

- 60% - base consignor percentage
- 70% - do at least one shift
- 80% - do at least one shift + choose to receive your check in JBF bucks to use at a future event. This would be in lieu of a traditional check. We will give you the option before checks are sent!



# Remember to reserve your PRESALE TIME!



After you register to consign, you will receive an email with a link and code to reserve your consignor presale tickets.

SHOP EARLY TIME: **Saturday, March 23**

Tickets are limited – get yours now!

As a consignor, you have earned this perk, plan to shop early—you will get one friend pass too!

Children under age 16 are not allowed to attend any presales. The only exception is for babies under 6 months. Strollers are fine!



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# Picking up Unsold Items?

If you want to PICK UP unsold items (meaning, you chose not to donate unsold items), you must reserve a PICK-UP time  
Saturday, March 30 from 7:00pm-8:30pm

[RESERVE YOUR PICK-UP TIME HERE](#)

After this time, all items, without exception, will be donated to our charity partners, [Infant Crisis Services and Christmas Connection](#).



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# Want to shop even *earlier*?



- Our earliest shoppers are those who join our JBF TEAM and help at the sale!

The team member presales are scheduled for

**Saturday, March 23**

**Here's the scoop:**

**9:00am:** 20 Hours

**10:00am:** 8 Hours

**11:00am:** 4 Hours

**ANOTHER PERK:** You earn an extra 10% on items you sell



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



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# Got questions?



*Kathy Winslow*

Please ask!

I want you to have all you need to sell successfully with JBF of OKC!

- Email: [kathy@jbfsale.com](mailto:kathy@jbfsale.com)
- Phone/Text: 405-388-1731
- Facebook Page: [facebook.com/JBFofOKC](https://facebook.com/JBFofOKC)
- Thanks for being a part of our sale!

