

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



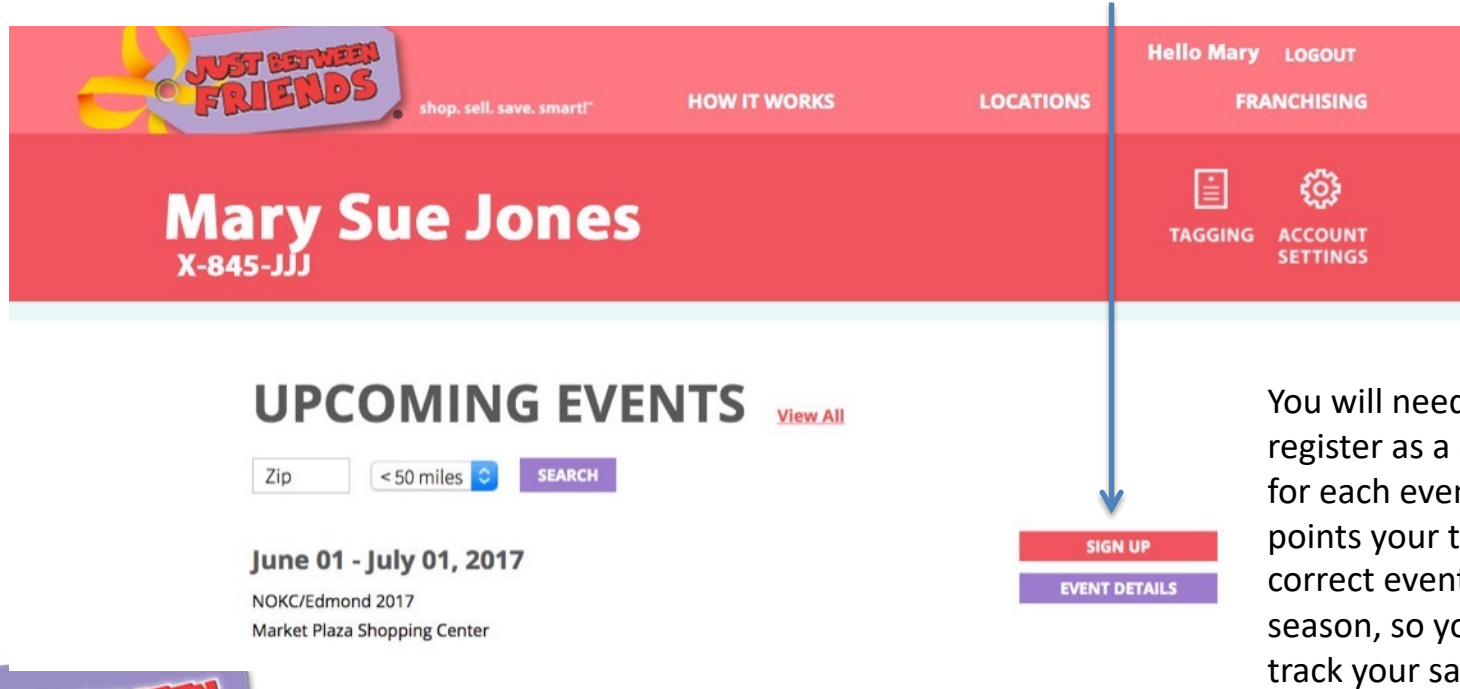
# Hey there, Rock Star!

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)



The screenshot shows the top navigation bar of the Just Between Friends website. On the left is the logo with the tagline "shop. sell. save. smart!". In the center are links for "HOW IT WORKS" and "LOCATIONS". On the right, a user profile for "Mary Sue Jones" is displayed with a "X-845-JJJ" ID. Below the profile is a "FRANCHISING" menu with icons for "TAGGING" and "ACCOUNT SETTINGS". A blue arrow originates from the "FRANCHISING" menu and points down to a "SIGN UP" button in the "UPCOMING EVENTS" section. The "UPCOMING EVENTS" section includes a search bar with fields for "Zip" and "< 50 miles", a "SEARCH" button, and a list of events for "June 01 - July 01, 2017" at "NOKC/Edmond 2017 Market Plaza Shopping Center". A "View All" link is also present.

**UPCOMING EVENTS** [View All](#)

Zip < 50 miles [SEARCH](#)

**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!

### Kid's Bedrooms

- clothing + shoes
- kid's lamps + rugs
- gliders + rockers
- boppies + monitors

### Closets

- kid's sheets + towels
- diapers + new supplies
- step stools
- kid's pillows + blankets
- maternity wear

### Playrooms

- puzzles + games
- family DVDs
- dress up + costumes
- kid's crafts + supplies
- instruments
- gaming systems

### Bathrooms

- diaper disposal systems
  - bath toys + supplies
  - newborn tubs
- ...and check the garage!



## Have any of these hot-selling items?

### Large toys

- exersaucers
- rockers
- play kitchen sets
- tool bench play sets

### Furniture

- toddler beds + cribs
- dressers + bassinets
- rockers + bouncers
- changing tables

### Feeding supplies

- new pacifiers
- dishes + lunch boxes
- sippy cups + boosters
- safety items

### Outdoor toys

- bikes + trikes
- scooters + skates
- ride-on toys
- playhouses

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 DVDs

No Breastpumps

No Backpacks, Lunchboxes, and purses

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

No Room Décor  
(Pillows, Rugs, Lamps, Framed Art, etc)

No Party Supplies

No Parenting Books

No Bedding sets\*

\*Individual blankets are fine but they must be secured to a hanger. They will be hung under the newborn clothing.

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



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# Step 2:

## KEEP • SELL • TOSS



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# Have a stack of items ready?

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



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# 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 [jbfsale.com](http://jbfsale.com). Let's help keep all our children and families safe.



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# 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.



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# 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>		
CLOTHING BRANDS		
retail price less than <b>\$10</b>	<b>Value</b> • Cherokee • Circo • Faded Glory • Garanimals	price items at <b>\$1 - 4</b>
retail price less than <b>\$20</b>	<b>Standards</b> • Carters • Children's Place • Nike • Old Navy	price items at <b>\$3 - 6</b>
retail price MORE THAN <b>\$20+</b>	<b>Boutique</b> • Crewcuts • Hanna Andersson • Matilda Jane • Mud Pie	price items at <b>25-35% of retail price</b>
OTHER ITEMS		
	• Toys • Books • Baby Gear • Equipment	price items at <b>30% of retail price</b>
		<b>Charge a little MORE for:</b> new with tags hot selling like-new large toys  <b>Charge a little LESS for:</b> infant clothing play clothes good condition maternity
		<b>Want to make EVEN MORE?</b> • 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.



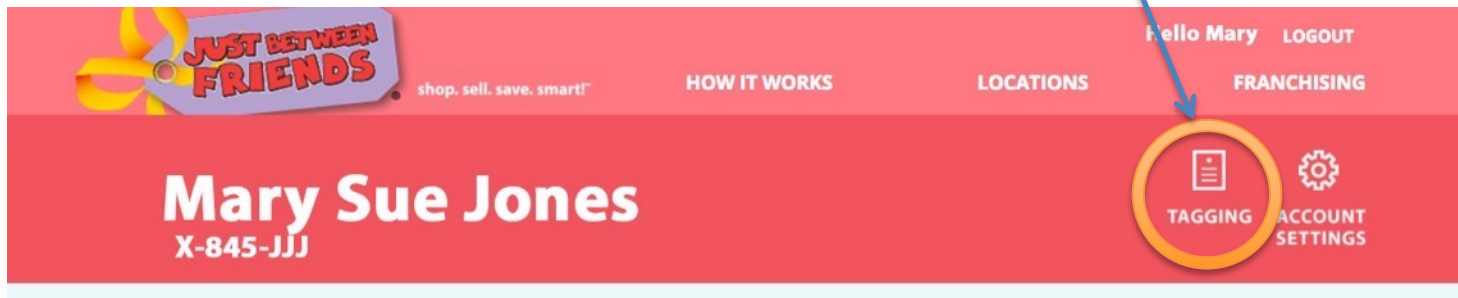
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# Pricing: Create your tags

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.



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# 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 Spring/Summer Save

Category	Size	Item Description*	Price*	Reduce	Donate	Qty.
<span>Clothing-Girls</span>	<span>12 mo</span>	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"/>
<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"/>



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# 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 also set your account to automatically reduce and/or donate. After you enter the tagging site 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"/>



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# Pricing: Talk-to-Text TIP!

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



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# 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!



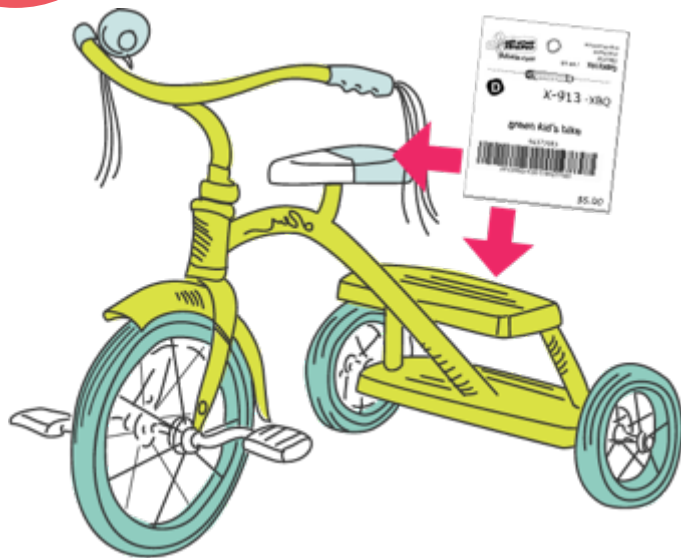
Start with your biggest selling items FIRST to insure that you will make a good return on your time. Separating items by size and category will help too.



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# 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.



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# 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 or attach your JBF tag to the item's tag or inside middle seam. Using a tagging gun can help speed things along. Just make sure the tag can be easily seen on the item.
- 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 or on a side seam. Tags that dangle are hard for us to scan and sort - and kids tend to rip them off.



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## 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.



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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 are no longer accepting DVD's



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# 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.



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# 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 locate on the Sell page on the website  
[www.okc.jbfsale.com](http://www.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 rubberbands can help keep hangers together in the car!



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# Drop Off at State Fair Park



## Consignor Drop Off Times:

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

**Thursday, August 19**

**2pm-5pm – Perfect Consignors only**

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

**Friday, August 20**

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



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# Drop Off: What to expect



1. Drive up and look for the JBF crew on the south side of the building. Items you want unloaded must be in tubs or boxes. Large items should be taken to the back loading door. Clothes do not need to be in boxes but organized so we can help you unload your items quickly.
2. **AT HOME, Create two "fake" tags in your tagging account** - Put your first and last name, cell phone number, and email address in the description area. **Print the two tags.** We need your: first and last name, cell phone number, and email address on the tag - you can just hand write it on the tag.
3. **You will place one of your tags in a basket set up by the front.** This will let us know that you dropped off
4. The other tag will be given to the clothing inspectors.
5. 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.



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# 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% - volunteer at least one shift
- 80% - volunteer 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!



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# 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, August 21**

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!

We do not allow children under the age of 16 to attend any presales. The only exception is for nursing infants who can be carried "on" mom or dad. Strollers are fine too!



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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, August 28 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 Sharing Tree**.



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# Other Helpful Resources:



## Facebook page

Want up to the minute info and prizes? Check out our page, just for you! Find it at:

Facebook.com/**jbfofOKC**



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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, August 21**

**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!



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