

# YOUR GUIDE TO

# Selling

**JUST BETWEEN  
FRIENDS**

WITH JBF ANN ARBOR

## Let's do this together!

If you're a first-time seller, or a returning consignor needing a refresh, you'll find everything you need to know—right here in this guide—to help you turn your outgrown kids items into CASH.



**Gather**



**Sort**



**Create Tags**

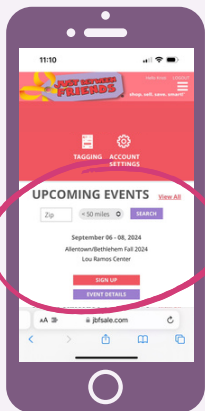


**Price & Prep**



**Drop Off**

[!\[\]\(3342c215b2a8b663596a81468d5dc314\_img.jpg\) Watch This Quick Overview](#)



## But, First Things First: REGISTER!

Save your spot by registering on [jbfsale.com](https://jbfsale.com) as a Consignor at the JBF Ann Arbor.

[!\[\]\(5a351309c3b87e4420622c1f0e57efc0\_img.jpg\) Registration Walkthrough](#)

## Second, Schedule Your Drop-off Time

Once you're registered on [jbfsale.com](https://jbfsale.com), visit the link below to schedule your drop-off time and reserve your presale ticket. These appointments will be available August 6th.

[Click Here](#)

*Drop Off Appointments will open August 6th!*



## STEP #1

# Gather



### MY CHECKLIST

Check off this list as you gather your items!

- ☐ Large Toys
- ☐ Outdoor Toys
- ☐ Bedrooms
- ☐ Closets
- ☐ Playroom
- ☐ Furniture
- ☐ Kitchen
- ☐ Bathrooms
- ☐ Garage
- ☐ Basement
- ☐ Attic

### Kids Grow Fast!

Children typically cycle through a wardrobe every 6 months. So, if you're feeling like you have lots of outgrown clothes in your home, you're not alone! Look around for other kid items you can sell, too.

Check all over your home!



Be sure to check the garage!



Find our Seasonal ["What To Sell and Item Limit"](#) documents for more information!

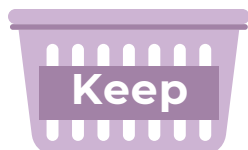


## STEP #2

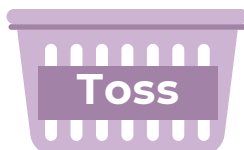
# Sort



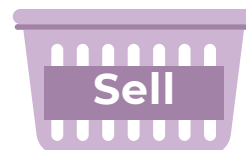
Sort your gathered items into three categories:



**Keep** the items that you just aren't ready to part with yet.



**Toss** the items that are too well-loved (stains, missing pieces, not working).



**Sell** and CASH IN on the rest that meets our JBF standards listed below!

## The 4 C's

### HOW TO KNOW WHAT TO SELL



#### Clean

The newer it looks, the better it sells. Check carefully for stains, holes, pet hair, and odor in clothing. Clean all items thoroughly.



#### Current

Shoppers love trendy styles that are in fashion. Make sure items are in the right season. Sell warm weather clothing and shoes at our Spring/Summer sale. Sell cold weather items at our Fall/Winter sale.



#### Complete

Be sure all parts & pieces are present before you tag items. Shoppers want to open their items when they get home and find everything in working order. Toys, games and puzzles must be sold as complete sets without missing pieces. Clothing items must be functional (buttons and zippers work).



#### Compliant

Important Safety guidelines apply when selling a car seat, stroller, baby equipment and toys. Check [safety.jbfsale.com](https://safety.jbfsale.com) for details.



**Safety waivers are REQUIRED for all cribs & car seats.**



**Questions?** Join our Seller Group [JBF Ann Arbor Consignors](#) for quick Q&A.

# INSPECTION GUIDE

## shoes



### Clean and Current

Shoes should be in gently used **CLEAN** condition. This means that shoelaces should be clean, velcro should work, shoe logos should be intact and not rubbed off, and there should be no scuffs or tears.



### Sports Shoes

Cleats, dance shoes and other sports shoes are accepted year round. Cleats are allowed a little forgiveness if they are a bit stained or dirty but **SHOULD NOT** be caked in dirt.



### Season Matters!

We are a seasonal sale and this applies to shoes.

**Fall sale:** No open toed shoes, sandals or water shoes. Crocs **ARE** allowed year round as well as croc like shoes.

**Spring Sale:** No winter boots, no fur or fleece lined shoes. Fashion boots are accepted as long as they aren't lined. Rain boots and Bog style boots are accepted year round.



### Sizing Notes

We do accept teen shoes. Girls youth size 5Y corresponds with Women's size 7 and Girls size 6Y with Women's size 8. Please pay attention to brands and style when you get to these sizes. If you are not comfortable, ask the lead in the area.

### Fall sale What We Accept:



### Examples of what we DON'T ACCEPT



Womens



Spring



Scuffed



Dirty

If you don't know, put shoes in a separate pile to have the lead double check! We aren't trying to "catch" people - we are trying to ensure quality.



# INSPECTION GUIDE

## clothing



### Inspection expectations

Each piece of clothing should take approximately 5 seconds. The goal is to ensure a quality standard.

Do not remove clothing from the rack to inspect it unless you absolutely need to in order to check something.

If you are inspecting a rack of the same consignor's items and the first 25 pieces or spotless you can spot check the rest. If you come across a rack that is taking excessive time or has a repetitive problem, let a manager know.



### Top Inspection Concerns

**STAINS** - It doesn't matter if it's a small or big stain, if there is a stain on it we want to make sure it's NOT on the sales floor. We want shoppers to be able to shop with confidence. Check necks, backs and cuffs of sleeves, knees and cuffs of pants.

**HOLES** - Check cuffs of pants for holes. Also check for incorrect tagging gun usage. Tagging guns used directly through the fabric can lead permanent holes. Notify a manager if you find someone has tagged incorrectly and pull any of the clothing with noticeable holes.

**SEASON** - Pull out of season clothing. In the fall, this would be shorts (except athletic shorts), capris, tank tops, spring dresses or spring themes (beaches, sunshine.) Swimsuits and athletic shorts are accepted year round. The following holidays are accepted: Halloween, Thanksgiving, Christmas, New Years, Valentines Day, St. Patrick's Day and Easter.

### Other Notes

**Style** - vintage clothing is not accepted. If Juniors clothing looks older than 3 years and other clothing older than 10 years, pull it aside and have an inspection lead double check.

**Price** - If pricing seems excessively high or exceeds 50% of retail please notify the inspection lead. Prices over 50% will be pulled and education provided.

### Clothing Item Limits

NB-12 month | 75 items per gender

Sizes 10-18 | 75 items per gender

Maternity | 20 items - ALL SEASON

Juniors | See Juniors Guide.

*Thank you!*

If you have questions or concerns, call over the inspection lead. This is a team effort!



## STEP #3

# Create Tags



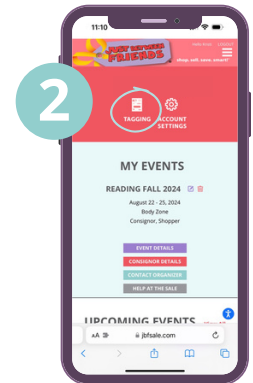
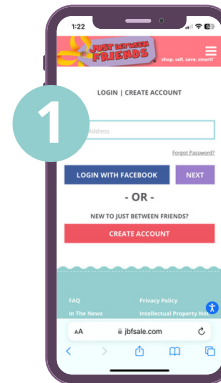
## Creating Tags

Now that you've inspected your items, it's time to log in to your JBF Profile and enter your tag data.

**STEP 1:** Go to [jbfsale.com](http://jbfsale.com) & click on "Login" or create a JBF profile

**STEP 2:** Click on the Tagging icon

**STEP 3:** Enter & Print Tags



3

Category	Size/Type	Description	Price	Reduce	Donate	Quantity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>

Choose the **category** that best fits or leave it blank if there doesn't seem to be a good match.

Enter a **Description** that includes brand name, number of pieces, color or pattern, etc.

You choose the **Price**.

A check mark here will allow your item to **Reduce** to 50% off on Half Price Day.

A check mark here will allow your item to **Donate** to our local charity if unsold.

Use **Quantity** if you have more than one of the EXACT SAME item. This will print one tag with a unique QR code for EACH item.

## Printing Your Tags




Print your tags on 8.5"x11" white cardstock in portrait mode.

### No Printer? No Problem!


When you finish creating your tags use the "Print PDF" option and upload the PDF file to an office supply store. It will save you ink and time. You can even ask them to cut your tags!

# Creating Tags

## Using our Refreshed Tagging System

 Menu

User: shelliewadas@jbfsale.com

HELPING FAMILIES SAY 

Entry Type Rapid Season Spring/Summer SAVE MY TAGS

Category	Size/Type	Description	Price	Reduce	Donate	Quantity
<span>Clothing-Boy</span>	<span>3T</span>	<span>Carters Boys Beach Outfit - Shorts and T-shirt</span>	<span>3.50</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span>1</span>
<span>Clothing-Boy</span>	<span>3T</span>		<span>3.50</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span>1</span>
<span>Clothing-Boy</span>	<span>4</span>		<span>3.50</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span>1</span>
<span>Clothing-Boy</span>	<span>4</span>		<span>3.50</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<span>1</span>

SAVE

### What to enter:

Select **Category & Size** (if applicable. Leave blank if needed)

Enter the item **description** like "Carter's 12mo footie PJs - pink with white dots and butterfly"

**Price** at 1/3 of retail (or 2/3 OFF retail price).

**Reduce** - Check this box to allow your items to reduce on 50% off day!

**Donate** - Check this box to donate this item to our local charity partners if it's unsold by the end of the sale

**Quantity** should always be set to one unless you have 2 or more of the exact same item and need duplicate tags

## Tips when using a phone or tablet



- 1 Rotate your Phone to Landscape
- 2 Click on the “Menu” button to minimize the menu and see more of the tagging screen.

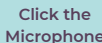
## Use all of the functions the same as the desktop site!



**If your phone goes to “lock screen”, you will have to RELOAD your tagging site. SAVE your tags before your phone goes to sleep!**



**Place your cursor in the description box. When your keyboard pops up, click the Microphone.**



Click the  
Microphone



## STEP #4

# Price & Prep



## Price and Prep Your Items

Now that you've created your JBF price tags, it's time to attach your tags and prepare each item for the upcoming sale.

## Safety Matters

Throughout this guide, you'll see **safety alerts** to help you know when to check your items for recalls or JBF Safety Standards. JBF is dedicated to keeping families safe and we count on **YOU** to ensure the safety of all items you are selling.

Use our dedicated product safety website anytime to learn more!



[\*\*JBF Safety Matters Website\*\*](#)



## Shopper-Focused Pricing

### When You Price, Ask Yourself:

When you sell at JBF, you are in control of the price of each item. You also decide if it goes half price during our discount sale times. If the item doesn't sell, you can either donate the item to our local charity partner, or you can pick it up.

**"What price would make me buy this item without hesitation... and brag about my bargain to my friends?"**



### PRO TIP! A Proven Way to Sell Even MORE!

Choose **REDUCE** when creating tags to allow your items to sell at 50% off during half price sale day. These items have a **30% GREATER chance of selling!**



Questions? Join our Seller Group [JBF Ann Arbor Consignors](#) for quick Q&A.

### STEP 4: PRICE & PREP



We recommend pricing at 1/3 of retail! Ask yourself, "What price would make me buy this item and brag about it to a friend?"

**Price non-clothing items** (Toys, Baby Equipment, Books, Games, etc.)

at **50-90% OFF** retail price

### Clothing Pricing Guide

Item	Bargain Brands	Everyday Brands	Boutique Brands
Pajamas	\$2 - \$3	\$3 - \$4	\$5+
T-shirts	\$1 - \$2	\$2 - \$3	\$4+
Jeans / Pants	\$2 - \$3.50	\$3 - \$5.50	\$6+
Dresses / Dress Shirts	\$2.50 - \$4.50	\$3.50 - \$6	\$6 - \$8+
Sneakers	\$3 - \$6	\$5 - \$8	\$8+
Jackets / Coats	\$4 - \$6	\$6 - \$9	\$8+

**Bargain brands** = Cat & Jack, Garanimals, Old Navy, etc (retail \$4-10)

**Everyday brands** = Carter's, Gap, Art Class, Department store brands (retail \$6-15)

**Boutique brands** = Crewcuts, Mudpie, Janie & Jack



Price **HIGHER** for:

- New with Tags
- Big kids sizes
- Items in Original Packaging



Price **LOWER** for:

- Infant Items under 12 mo.
- Accessories & Infant Care
- T-shirts



### Bundle Items to Save Time

Create sets or bundles. Put an outfit together, or a set of same-size onesies. Bundle 6 pair of socks together, or several superhero figures. Shoppers love it, and you only have to create one JBF tag!

### NEED MORE HELP?



sarahgarot@jbfsale.com or  
anneseyferth@jbfsale.com



@jbfannarbor



@jbfannarbor

**DO YOU USE CHAT GPT? TRY JBF  
ANN ARBOR'S PERSONALIZED  
PRICING AND TAGGING  
ASSISTANT, THE PRICE PIXIE!**



## STEP #4

# Price & Prep



### Grab Your Supplies:

- Laptop, tablet or mobile device
- White card stock (60lb+)
- 1.5 - 2.0 inch safety pins
- Plastic or wire hangers (Adult size recommended for over 5T)
- Zip Lock bags
- Clear packing tape
- Painters/masking tape
- Scissors
- Ribbon, string or zip-ties

### Optional Supplies:

- Tagging gun & barbs (Watch training videos)
- Paper Cutter
- Printer
- Cleaning Supplies  
Magic Eraser, stain remover, etc.

[More About the Supplies You Need](#)

On the next pages, we'll show you how to **Price & Prep each Category** of item you can sell at the JBF sale in your local area!

♥ **Books, Games, Puzzles, Arts & Crafts**

♥ **Clothing** (Children's through Juniors, Maternity, Costume/Dress-Up)

♥ **Large Items** (Baby Equipment, Large Toys, Furniture)

♥ **Shoes**

♥ **Toys**

♥ **Odds & Ends** (Accessories, Kids Bedding/Decor, Mommy Mart, Sporting Goods, Misc)

## Prep Essentials

Key guidelines to help you prepare each item for the sale.

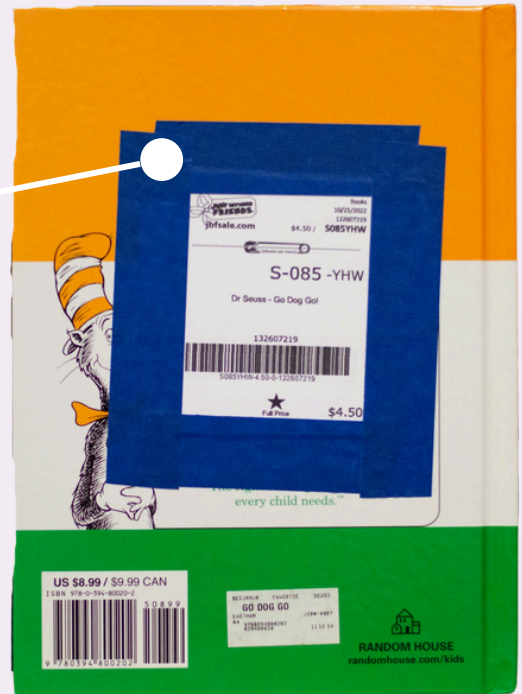
- 1 All pieces are secured together** (pieces won't separate or fall out of bags)
- 2 Tag is attached securely so it won't fall off**



# How to Prep Books, Games, Puzzles & Crafts

- ✓ all pieces should be present
- ✓ include batteries if necessary

Always use **painter's tape** on books & items with a cardboard box (like games/puzzles)



Bundle books  
with **curling ribbon**



## When tagging wooden or chunky puzzles with loose pieces

Either place in a ziploc bag or wrap with plastic wrap. Secure plastic cover tightly. Affix with clear packing tape (so pieces do not slide around). Attach tag using clear packing tape.

# How to Prep Clothing

All clothing should be free from:

- ✗ stains
- ✗ holes
- ✗ pilling
- ✗ fading
- ✗ excessive wear

## Recommended!

Use safety pin(s) if needed.  
**Perform “shake test”**  
to ensure item does not  
fall off hanger easily

Hanger should look like a  
**question mark**



Use a children's hanger for  
**size 5 and below**  
Use an adult-size hanger for  
**size 6 and up**

Secure **tag** with a safety  
pin (in upper right pocket  
area or existing tag.) If  
using a tagging gun  
(through manufacturer's  
tag or inside serger seam)



Bundle lots & outfits by hanging  
one item on the hanger and  
pinning the other item to the back  
(wrapping around top of hanger)



Secure shorts or pants to TOP of  
hanger using safety pins



Secure strappy items with extra  
safety pins!

# How to Prep Bedding & Other Hanging Items

✓ Ensure items are  
stain-free!



## Blankets, Towels, & Sheets:

Roll or fold and secure with curling ribbon or string OR fold and place in a ziploc bag



## Baby Carriers -

Secure to a hanger with safety pins or zip ties. Zip ties add extra security.

- Security tags will also be available at drop off to attach to high value carriers and diaper bags.



## Other items that go on a hanger: diaper bags, floaties & life jackets, costumes

Secure to hanger with pins or zip ties. Shake hanger around to ensure it doesn't fall off!





# Price & Prep:

## LARGE ITEMS: CLAIM TICKETS



### Does My Item Need a Large Item Claim Ticket?

Our JBF sale uses large item claim tickets for items shoppers can't carry with them. To prep your large items that need a claim ticket, follow the steps below:

**STEP 1:** Fully clean your item and check that all parts are present.

**STEP 2:** Make a JBF tag and loosely attach it to your item

**STEP 3:** At drop off the JBF team will inspect your items for cleanliness and safety and then make a large item claim ticket for them. These items can be dropped off at Building A & B.

**TIP:** Baby gear must be within 10 years of it's manufacture date to maintain safety.

JUST BETWEEN FRIENDS No. 1001	
<b>DO NOT REMOVE TOP!</b>	
(Top) Staple Here	
Buyer: Fill in Your Info	
Name: _____	
Phone: _____	
<b>SOLD IF TAG BELOW IS MISSING</b>	
Buyer: TAKE THIS TO CLAIM ITEM	
No. 1001	
(Bottom) Staple Here	







# Price & Prep:

## LARGE ITEMS: CLAIM TICKETS



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[Top] Staple Here	
Buyer: Fill in Your Info	
Name: _____	
Phone: _____	
SOLD IF TAG BELOW IS MISSING	
Buyer: TAKE THIS TO CLAIM ITEM	
No. 1001	
[Bottom] Staple Here	



# How to Prep Shoes

All shoes should be free from:

- ✗ stains
- ✗ holes
- ✗ dirt on the bottom
- ✗ toe scuffs
- ✗ dirty laces

Secure shoes with  
**a zip tie or  
curling ribbon**



Ensure shoes are  
**squeaky clean**  
Use a magic eraser or  
throw them in the wash if  
necessary!



If shoes have no loops or laces, you may use a ziploc bag if absolutely necessary.

**Please tape bag closed with packing tape, and affix tag to outside of bag.**

Note: zip ties or curling ribbon are preferred, so shoppers can inspect shoes well!



# How to Prep Toys & Loose Items

All toys should...

- ✓ be clean
- ✓ be in full working order
- ✓ include batteries
- ✓ include necessary pieces

Secure loose pieces in **a ziploc bag** & zip tie or affix with packing tape

**make sure all pieces/parts are firmly attached!**



Attach TAG with **packing tape or a zip tie**



## **When tagging lots of items (i.e. bag of cars, bottles, diapers)**

Place all items in a ziploc bag. Tape bag closed with clear packing tape (tape well!). Affix JBF tag to outside of bag with clear packing tape.