

# YOUR GUIDE TO *Selling*



with JBF Ann Arbor

## How to Get Started!

First, register for the Ann Arbor sale at [annarbor.jbfsale.com](http://annarbor.jbfsale.com).

Review what we accept for the spring sale .

Gather your items and check them for quality.



**Gather**



**Sort**



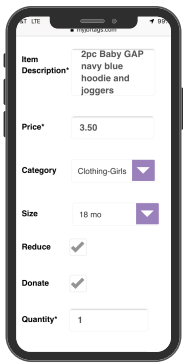
**Price**



**Prep**



**Drop Off**



Login to your JBF account and create tags. Enter description, size and price. Category does not matter, so don't worry about that! Print them out on white cardstock.

Clothes need to go on hangers with the hanger facing left like a ?. Safety pin clothing if loose. You can safety pin tags on clothing or use a tagging gun if you have read the tagging gun guide.

## What You Earn

Sellers earn 60% of their sold items, less a \$10 consignor fee .

If you sign up to help for 4 hours you earn 70% on sold items

Consignors shop the consignor presale.

Helpers shop even earlier depending on the amount of time helping.

## For the sale:

Drop off your items - You will sign up for a drop off appointment to drop off your items. Keep organized by gender/size and with like items for an easy drop off.

Pick Up: Pick up will be on Sunday, Sept. 26 from 5:30-7:30 by consignor number

You will receive an echeck within two weeks of the sale.

**Questions?** Join our Facebook Group for quick Q&A. [facebook.com/groups/972613722832341/](https://facebook.com/groups/972613722832341/)

# STEP #1 *Gather*



## Kids Grow Fast!

Each child cycles 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!

Plus, you can also sell items you likely have around your home. Here are some places to look for more to sell.

## Check all over your home!

### Bedrooms

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

### Closets

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

### Playrooms

- puzzles + games
- family DVDs
- dress up + costumes
- 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
- dressers + bassinets
- changing tables
- changing tables

### Feeding supplies

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

### Outdoor toys

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



# STEP #2 Sort



## Keep | Toss | Sell

It's okay to **KEEP** the items that you just aren't ready to part with yet. **TOSS** the items that are too well-loved (stains, missing pieces, or are not working).

## SELL the items that meet these 4 C's:

### CLEAN

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

### CURRENT

Sell warm weather clothing and shoes at our Spring/Summer sale. Sell cold weather items at our Fall/Winter sale. Shoppers love current styles that are in fashion.

### 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.

### COMPLIANT

Important Safety Guidelines apply to car seats, cribs, infant equipment & toys. All of the Recalls & Safety Standards are listed at **jbfsale.com** for you to check each of your items before you sell.



**Safety Waivers Required** for all Car Seats

# STEP #3 *Price*



## Shopper-Focused Pricing

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

Retail Price	JBF Clothing Price	Pricing Non-Clothing Items	
less than <b>\$10</b>	<b>\$1-2</b> <b>Value Brands:</b> Cherokee, Circo, Faded Glory, Garanimals	Toys Books Baby Gear Furniture Electronics Strollers + Joggers Sporting Goods	 Price a little higher for: <ul style="list-style-type: none"> <li>• new with tags</li> <li>• hot selling</li> <li>• like-new</li> <li>• large toys</li> </ul>
less than <b>\$20</b>	<b>\$3-4</b> <b>Standard Brands:</b> Carter's, Old Navy, Children's Place	<b>60-80% off retail</b>	Price a little lower for: <ul style="list-style-type: none"> <li>• infant clothing</li> <li>• play clothes</li> <li>• good condition</li> <li>• maternity</li> </ul> 
more than <b>\$20</b>	<b>65-75% off retail</b> <b>Boutique Brands:</b> Crewcuts, Mud Pie, Matilda Jane	<b>Want to SELL Even MORE?</b> Choose to REDUCE, which allows your items to sell at 50% off during discount sale days	



## Bundle Items to Save Time

As you are thinking about prices, consider creating 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!



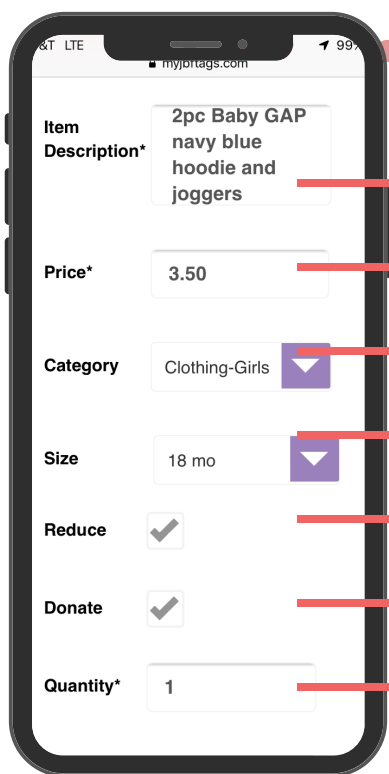
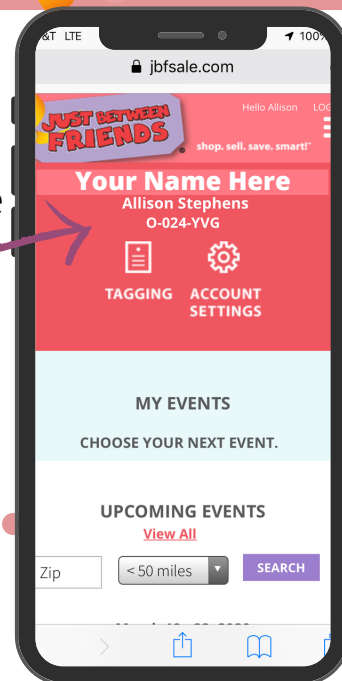
# STEP #3 *Price*



## Where to Create Your Tags

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

1. [www.annarbor.jbfsale.com](http://www.annarbor.jbfsale.com)
2. login
3. click on TAGGING



## Creating Tags

Include brand, colors, number of pieces included

You choose the price

Choose the category that fits best (leave blank if you can't decide)

Indicate size for clothing and shoes

A check mark here will allow your item to sell at 50% off on Half Price Day

A check mark here will allow your item to be donated if unsold

This feature is if you have more than one of the exact same item and want to create several tags at once

## TIP! Talk-to-Text

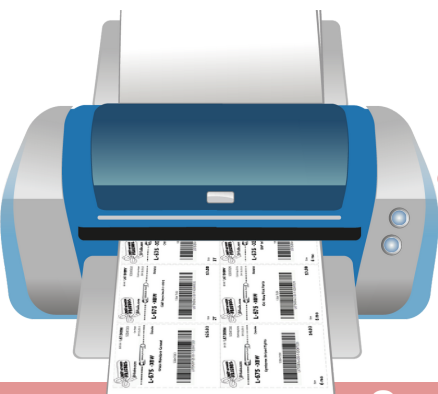
If you are entering tags on your mobile device, use talk-to-text to go even faster.



## Print Your Tags

Print tags on 8.5"x11" white cardstock. Tags print 9 per page.

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# STEP #4 *Prep*



## Preparing Your Items & Attaching Tags

Now that your JBF tags are printed, cut them apart and sort them by gender, type and size to make this step go smoother.



## Gather these supplies to make your prep faster:

- hangers
- clear self-sealing bags (zip-loc)
- ribbon/string
- zip-ties
- clear tape & painter's tape
- clear (saran) wrap
- scissors
- safety pins or tagging gun
- hole-punch

## TOYS & GEAR

### Two Essentials:

- Tag is attached securely (won't fall off) &
- All pieces secured together (won't separate; tape bags closed)



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# STEP #4 *Prep*



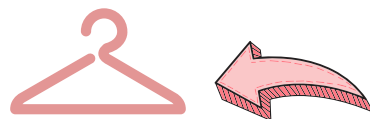
## CLOTHING

### Hanging & Tagging Clothing

Put most clothing on a hanger. Bundle socks, infant mittens & hats, as well as accessories in clear self-sealing bags. Attach JBF tag with tape.

### Hanger Direction

Be sure the hanger hook opens to the left, like a question mark. Attach JBF tag to front of item.



### Creating Outfits

It's okay to bundle items into sets if they are the same size.

Secure pieces to hanger using safety pins or zip-tie hangers tightly together so outfit remains together as a set.

### Tagging Gun

If you use a tagging gun to attach JBF tags, only puncture the garment tag or an inside seam so that you do not damage the fabric. If using safety pins you can still pin to the existing center tag or on the right side while facing the garment.



# STEP #4 *Prep*



## **Bundling in Bags**

Multiple similar items like bottles, infant toys, or other small items can be bundled in a ziplock bag and taped shut. Tape the JBF tag outside of the bag and use descriptions so the shopper knows what is inside.



## **Puzzles and Books**

Puzzles can be wrapped in saran wrap or put in ziplock bags to keep secure. Use painter's tape to tape tags directly on either books, puzzles or games so you do not damage them. Packaging tape will damage these items. Books can be sold separately or bundled into sets in a bag or with a ribbon.



## **Toys**

Attach a tag to the toy using tape or zip ties. If there are small parts, bag those and tape or zip tie the bag to the larger toy.

## **Large Items and Baby Equipment**

These items will get a yellow tag at drop off.

Either attach the tag loosely or bring the tag in an envelope to give to the helper team at drop off.



## **Hanging Multiple Items on a Hanger**

Multiple items—that are all the same size—can be hung on a single hanger. Use a safety pin to attach pants/skirts to hangers. We recommend no more than three items on the same hanger.

## STEP #5

# Drop Off

JUST BETWEEN  
FRIENDS



### You did it!

Now that your items are tagged, you'll want to pack items **organized by type and size** so that your Drop Off process is easy and fast.



## Seller Drop Off for JBF Ann Arbor

**MONDAY SEPT. 20 FROM 2-8:30PM**  
**TUESDAY SEPT. 21 FROM 9AM-1PM**

1

Drop off will be done by appointment only to help spread the flow of people throughout the building. An appointment email will be coming out!

2

You will put clothing on the racks by gender/size. Clothing will be inspected after drop off. PLEASE check clothing items carefully in good light for staining and condition prior to dropping off.

3

All other items will be taken to Drop Zones: Baby Equipment/Large Items, Toys/Sporting Equipment, Accessories, Books/Puzzles/Games

4

For your Large Items, the team will attach a yellow ticket to the items which makes it easier for shoppers to purchase your items during the sale.

*That's It! You're Done!*