

## **Tips for tagging your items for the Junior Woman's Club of Raleigh Furniture Consignment Sale:**

- Keep your description of items concise and do not use too many capital letters or your text may not fit on the tag.
- Use **white** or **pastel 60#-67#** cardstock for printing
- Use black ink on the **normal** or **draft** print setting. Best quality is too dark and the barcode may bleed.
- If you can attach your tag with zip ties (purchased at home improvement stores) or safety pins, please do so. Otherwise, you can use packing tape to secure your tag. **DO NOT** put tape on the barcode when placing the tag onto your items. The scanner cannot read through tape. **Also, if using tape to secure your tags, please note that the tags have to be removed at the time of sale and should be able to be done so without damage to the item.**
- Please no stickers or mailing labels as tags as these can damage items when removing
- If you have multiple items in a set, please place the barcoded tag on only one of the items. For the other pieces, please place a written note stating it is a member of a set. For example, if I consigned a set of four chairs, I would write, "Set of four chairs: One of Four" and "Set of four chairs: Two of Four" on the tags for those items.

While the My Consignment Manager software is extremely user friendly, it also takes the privacy of the consignor very seriously. For this reason, **please enter the software through [www.jwcraleigh.org](http://www.jwcraleigh.org), especially when you are ready to print your tags. Otherwise you will be asked for a "print code."** If you bookmark any page within your account so that you do not have to login each time, you will be unable to print your tags for the sale.

**Payment of consignor fee:** Consignors have the option of having their consignor fee (\$15) deducted from their proceeds. If you do not wish to have your fee deducted from your earnings, please be prepared to either pay by check, cash, Visa or Mastercard when you drop your items off at the sale.

**Consignor drop-off dates and pick-up of unsold items:** Our consignor drop-off dates are Tuesday and Wednesday November 1<sup>st</sup> and 2<sup>nd</sup>, from 9 am until 1 pm and from 5:30 pm until 8:30 pm, as well as Thursday November 3<sup>rd</sup>, from 9 am until 1 pm. Other drop-off times are available by appointment only. Pick-up dates for unsold items will be Monday November 7<sup>th</sup> from 9 am until 1 pm and from 5:30 pm until 8:30 pm. Other pick up times are available on Tuesday November 8<sup>th</sup> by appointment only. **Any items not picked up by 8:30pm on Monday, November 7<sup>th</sup> OR by a previously scheduled appointment on Tuesday, November 8<sup>th</sup> will be automatically donated.**

**Please note:** Due to insurance restrictions and liability issues, we are unable to assist you in unloading or moving your items prior to our sale. If you are unable to unload your items alone, please make arrangements to have someone accompany you to assist you in this process. We appreciate your understanding and apologize for any inconvenience.