

## Pick Up Procedures



1. Arrive during the designated “Pick-Up” timeframe. No appointments are needed. Give yourself ample time. The more you have to pick-up, the longer it will take. Arrive at the beginning of the timeframe and you will not be rushed and miss items.
2. If you would like a print-out of your un-sold items, they will be available for \$2 payable in cash. See Kelli, Jennifer, Joyce or Lisa for a print-out. These will be made available as soon as possible when all customer sales are completed.
3. When tags become detached we do our best to match the lost tag with the lost item. When not possible, lost tags go in the “Lost Tag Drawer” located in the Red Box near checkout. Check this drawer for any “lost tags.”
4. When an item without a tag needs to be sold, we complete an Inventory Search based upon the description of the item. **DESCRIPTIONS ON YOUR TAGS ARE IMPORTANT.** If we can find the correct tag, we sell it and you receive credit. If we cannot locate the correct tag, DeAnn places a “low side of fair” price on the item, and it is sold. That “sold tag” goes into the “SOLD TAG DRAWER” located in the Red Box near check-out. Check this box at pick-up to see if any items appear to be yours. (Proceeds from these items are donated to charity).
5. When an item is pulled off the sales floor due to stains, damage, etc. it is put in a box. Check these boxes to see if your item is present.
6. **PICK-UP CLOSES PROMPTLY AT THE DESIGNATED TIME. NO EXCEPTIONS. ITEMS ARE VERY PROMPTLY DONATED IMMEDIATELY UPON THE CLOSE OF PICK-UP.** (No one takes these items home, no one saves them for later- they are donated).
7. Yes! You can make purchases during pick-up!!!
8. If you do not pick-up your un-sold items, they are donated! (The charities thank you!)
9. Profit checks are mailed to the address on file when the system closed within 10 business days.
10. You can request a donation report. To do so, email [DeAnn@threebagsfull.info](mailto:DeAnn@threebagsfull.info) with your consignor number and the sale location. Only unsold items marked “D” in the tagging process will be reflected on this report.

## How to Pick Up Your Items:

If picking up each item is important to you, follow these fool-proof guidelines:

1. TOUCH EACH ITEM IN THE BUILDING, looking at the consignor number NOT the item. (Items get moved around by shoppers- boys clothing may be found in toys, girls, books, etc, for example)
2. Quickly flip through each hanger, checking the consignor number on the tag
3. Be methodical- start with one row, finish with that row.
4. Volunteers are stationed at each door. Give them your consignor name. ALL items will be inspected BEFORE leaving the building to make sure ONLY your consignor number has been picked up. It is easy to reverse numbers and accidentally get someone else's things. NO EXCEPTIONS.