



Drop Off Procedures

Before Drop off:

1. Schedule your drop-off time by using the Consignor Log-in link to access the online system. (If you do not schedule an appointment, please arrive sometime during the drop-off timeframe per the website)
2. Be sure you are only bringing items & quantities as listed in the "Items Accepted".
 - a. A separate "quality check" will be done on ALL clothing items before PreSale. Any item found with stains, damage, excessive wear/pilling, etc OR to not comply with our "Items Accepted" will be removed from the sales floor, stamped "oops" and will only be available for sale if/when there is room.
 - b. YES we will know if you bring more than the indicated amounts. You may be charged \$25 if you abuse the system and may lose consigning privileges.
3. Have all clothing organized by size & gender BEFORE arriving. **Remember, all clothing must be hung with the hook facing "left."** (The hook of the hanger should resemble a question mark when looking at the front of the garment.)

When You Arrive for Drop Off:

1. **SLOWLY DRIVE TO THE BACK OF THE PARKING LOT TO THE PAC CENTER.**
(Due to pre-school, the church is VERY concerned with the speed of motorists in the driveway. PLEASE be very considerate and drive SLOWLY when in the parking lot.)
2. BEFORE unloading, enter the PAC center to receive your Pre-Sale Pass, register for Refer-A-Friend Credits & to sign the CPSC form.
3. Unload.
 - a. If a rolling rack is available unload clothing and check in with a volunteer to have your juniors, infants, maternity and back to work mom items counted. Put your clothing on the sales floor in the correct areas!
 - b. Unload toys, games, shoes, etc and get in line for them to be inspected. Large items will require a Claim Ticket. Complete the claim ticket and attach to each indicated item. **Be sure the top of both halves is correctly completed.**
 - c. Anything unacceptable must be taken home with you.
 - d. Do not leave until you have put out ALL of your clothing items, completed any required Claim Tickets and a volunteer has thoroughly inspected and put out all of your toys, baby equipment, etc.