

TWO TIMES AROUND CONSIGNOR CHECKLIST

1	Did you read and review Two Times Around website for updates and new information?
2	Did you visit www.cpsc.gov for the most recent recall information BEFORE entering your items?
3	Do you have a minimum of 20 items?
4	Do you have only spring and summer clothing?
5	Are your items clean without stains, holes, missing buttons or broken zippers?
6	Are your clothing items washed and toys, equipment cleaned up? Remember presentation is everything!
7	Are your clothing items no more than 3 seasons old?
8	Are small, like items "bundled" together in a zip lock bag with the tag taped to the bag?
9	Are your items priced in \$.50 increments and a minimum of \$2?
10	Do battery operated toys and equipment have working batteries in them?
11	Are loose items in a zip lock bag and secured to toys and games?
12	Are the instructions included with your unassembled items?
13	Are your DVDs, CDs and videotapes in their original cases?
14	Are all puzzles and games complete (without missing pieces) and the boxes secured closed?
15	Are all two-piece outfits pinned together?
16	Are your large toys, including playhouses and ride-ons, scrubbed clean?
17	Are all tags securely fastened to your items with no tape over barcodes?
18	Are the tags on the clothes safety pinned in the upper right front?
19	Are your tags printed on white /light colored cardstock?
20	Are your clothes securely on your hanger, with no possibility of them slipping off?
21	Are your pants pinned to the top of the hanger by the waistband and not folded over the hanger?
22	Are you discounting and/or donating your items?
23	Did you sign up for a drop off appointment? If you have over 100 items please sign up for 2 back-to-back time slots.
24	Did you remember about the Pre-Sale on March 16th? Please check the website for times.
25	Are you helping to spread the word about the upcoming Spring Eve

****please remember that we will test scan a few of your items so please make sure that the tags and barcodes are printed clearly and on cardstock****