



JBF Central Florida Consignor Quick Reference Guide

Complete Details online at www.jbfsale.com/centralflorida

Questions?

Email:
lauridavenport@jbfsale.com

Facebook: Just Between
Friends Central Florida

Call: 407-574-4005

Supply List

- White cardstock (6 tags print per page)
- Tagging gun & fasteners (or safety pins)
- Child size hangers
- Gallon & quart size clear self-seal (Ziploc) bags
- Clear packaging tape
- Scissors & ribbon or string or zip-ties
- Cleaning supplies (for toys)
- Stain remover & wrinkle releaser

6 Steps to JBF Prep

1. Clean out closets, drawers, garage
2. Wash clothing, check for stains/damage & clean non-clothing items, check for missing pieces
3. Check for recalls at www.cspc.gov or use JBF-Central Florida website for current Recall and Carseat Lists
4. Hang clothing items in outfits/sets & bag or tie non-hanging items
5. Price items online, print & sort tags
6. Attach tags to items & sort by gender/size for Drop Off

Barcoded Tags at www.myjbftags.com

- **Consignor Number** – be sure to enter your Consignor Number correctly when setting up your account (in your Profile)
- **Sale Location** – choose the location at which you plan to consign; if consigning in more than one JBF sale, be sure the correct location is chosen DURING that sale (in your Profile)
- **Category** – choose a category that make sense to you; choose miscellaneous or leave blank if needed
- **Item Description** – include brand name, color(s), etc.; the better the description the more likely we can match a lost tag to your item and get it back onto the sales floor
- **Reduce** – check this box if you want the item sold at 50% off on the last day of the sale; we recommend choosing “reduce”
- **Donate** – check this box to donate an item to our JBF Charity Partner if it does not sell; rest assured, your item will go to Central Florida families in need
- **Quantity** – this option allows you to quickly produce tags if you have more than one of the exact same item (same color, size, brand).
- **Print** – when you are ready, choose “Print Alternate” to format 6 tags per page. Set printer on high quality for a clear tag and functional barcode.
- **Sold/Sold Date/Sold Price** – each night during the sale, watch your items sell!
- **Reports** – you can print multiple reports from the www.myjbftags.com system

Drop Off

- Bring completed Consignor Agreement
- Bring Car Seat Checklist (if app.)
- Bring stamped, self-addressed envelope
- Sort hanging items by gender & size
- Sort non-hanging items by type (think retail store)
- Bring a hand truck, wagon or cart for quick drop off (we do have *some* for your use!)

Pick Up

- No early Pick Up is allowed (it disrupts our sorting process)
- Bring a tote/bin/box

Prepping & Pricing & Tagging

Item Category	Examples	Prepping	Pricing	Tagging
Hanging Clothing Items	Outfits, pajamas, dresses, coats, bathrobes, dress-up clothes, etc.	Hang on child size (or appropriate size if teen/maternity) hanger with hook facing left (like a question mark); Attach multiple items together with tagging gun or safety pins so that pieces cannot be separated	It is recommended to put outfits/set together to price for at least \$3.00; Put multiple tops or shorts/pants together if you don't have matching outfits. Start at \$3 for basic, generic brand 0-24mo outfit; Add \$1 each for larger size, name brand, formal, heavy/winter	Attach JBF tag to item's tag or an inside seam (so that you don't put an extra hole in the item) and be sure the tag is easily seen on the front of the item (pull on tag to be sure it is secured)
Non-Hanging Clothing Items	Onesies, socks, tights, infant pants, infant mittens/booties, hats, etc.	Put sets of items (for example, 3 onesies or 6 pairs socks) and place in clear self-seal bag. Place a piece of clear packing tape over seal to prevent pieces from being separated.	It is recommended to put sets together to price for at least \$2.00, but okay to price for less (i.e., 6 pair socks for \$1.50)	Attach JBF tag to outside of bag with clear packaging tape or attached JBF tag to items inside bag (be sure tag is easily seen). Could also hole-punch tag/bag and attach with zip-tie or ribbon/string.
Shoes	Shoes, boots, slippers	Attach pair together using string, twine, ribbon or zip-tie; Put infant shoes in clear self-seal bag	Shoes must be in nearly new condition and it is recommended that they should start at \$2.00 for infant/toddler; Add \$1 each for larger size, name brand, heavy/winter	Hole-punch JBF tag and tie it to one/both
Bedding, Blankets, Textiles	Bedding sets, crib/bedroom sets, quilts, blankets, receiving blankets, burp cloths, wash cloths, bath towels	Put bedding/crib/bedroom sets together in giant clear bag; Bundle blankets/cloths/towels with ribbon/string (be sure multiple pieces cannot be separated)	Price to sell! Shoppers are less likely to purchase these items used, so prices have to be low. Try to price approx. 75%-90% off retail.	Attach JBF tag to set/bundle with tagging gun, safety pin, or string (hole-punched); Or use clear packaging tape to put JBF tag onto clear plastic bag
Bags, Carriers & Pumps	Diaper bags, breast pumps (in bag), infant carriers, backpacks, purses, etc.	Items tagged for over \$20.00 will be zip-tied to display for security (look for appropriate location at Drop Off); All other items should be zip-tied to adult size hanger.	Price approx. 50%-75% off retail. Items in great condition tend to sell very well.	Hole-punch JBF tag and attach it to item with ribbon or string; If item contains multiple pieces, be sure all pieces are included and list number of items are on JBF tag description
Infant Items	Nursing covers/pillows, feeding items, monitors, safety items, diapering/toileting items, rattles	If item has multiple pieces use packaging tape, tagging gun, safety pins or clear self-seal bags to keep items attached together; Batteries must be included	Price approx. 50%-75% off retail. Items in great condition tend to sell very well.	Attach JBF tag directly to item or clear self-seal bag with clear packaging tape or hole-punch JBF tag and tie it to item
Equipment, Furniture	Exersaucer, swing, high chair, changing table, crib, stroller, car seat & car seat accessories	If item has multiple pieces use packaging tape, zip-ties, or string to keep items attached together; Batteries must be included	Price approx. 50%-75% off retail. Items in great condition tend to sell very well.	Attach JBF tag directly to item with clear packaging tape or hole-punch JBF tag and tie it to item
Toys	Ride-on toys, block sets, dolls, remote control cars, etc.	Use clear self-seal bags to keep loose/small items together; Use packaging tape, zip-ties, or string to keep items attached together; Batteries must be included	Price approx. 50%-90% off retail.	Attach JBF tag directly to item with clear packaging tape or hole-punch JBF tag and tie it to item
Books, Games, DVDs	Books, book sets, board games, puzzles, video games, video game systems	Use clear self-seal bags or clear cling wrap (saran wrap) to hold multiple items together; Tie sets of books together with ribbon/string	Prices can range from \$.50 to \$50 in this category, depending on the item. Price to sell especially for books & DVDs as there are always lots to choose from at the sale!	Attach JBF tag with clear packaging tape (do not tape directly on item surface if removing tape will cause damage); Hole-punch JBF tag and tie to sets
Other	Please email lauridavenport@jbfsale.com if you have questions about a specific item	The goal is to keep pieces together and be sure shoppers can see item clearly (items with missing pieces will not be sold)	The goal is to price so that shoppers know they are getting a great deal. Allowing your item to be sold 50% off on ½ price day is highly encouraged!	The goal is to keep tag attached without damaging the item (items without tags will not be sold)