



Consignment Worksheet

The Thrift Shop is striving to make your consignment worksheets more uniform and we need your help as a consignor. We would appreciate it if you would review the following before completing your next consignment worksheet.

How To Identify Your Items On The Consignment Sheet

#: This is your item number.

Item: List what type of item. If an item is more than one piece, please indicate by listing the number before the description.

Examples: Shirt, Shoes, Purse, Pants, Top, Dress, Radio, Exercise Equip, Sport, Auto, Toy, Kitchen, Glasses, Dishes, Basket, Furniture, Linens, Bath.

Description Abbreviations: SS - Short Sleeves, LS - Long Sleeves, NS - Sleeveless, BU - Button Up, PO - Pullover, Z - Zip Up, HB-Book - Hardback Book, PB-Book - Paperback Book, FP - Fisher Price, LT - Little Tikes.

Color: Green, White, Black, Mauve, Red, Clear, etc.

Size: Gender: All sizes should be preceded by a gender abbreviation as follows:  
B -Boy, G -Girl, L -Ladies, M -Mens, JR -Juniors/Teen, Maternity

BLIND TAGS:

Blind tags need to have your account number first, followed by the item # number. Blind tags on clothing are to be placed on the inside, back of items above the hem (we suggest using masking tape, peels easily and leaves no marks). Slacks and pants should have the blind tag placed inside the left leg above the hem. All other merchandise should have the blind tag attached on the back or bottom of the item.

Sample Blind Tag:



Sample Completed Worksheet

#	Item	Description	Gender & Size	Price
4	Shirt	SS BU White	M-15	3.00
5	PB	"Moonlight Becomes You" by S Smith		1.50

Sample Consignment Tag: