

## Consignor Drop Off Checklist for Virtual Sales

Now that you sold your items, here is a printable “to do” list to make sure you’re prepared for your Drop Off appointment...

**QUALITY BONUS!! If 100% of your items are checked in and acceptable (no rejects or returns) you will keep an EXTRA 3% of your seller commissions!**

1. Sign up online for a Drop Off appointment via your Consignor Homepage. Drop off takes place AFTER the virtual sale is completed. You will drop off all sold items at 4500 N Rancho Dr.
2. Read through the Sell Virtual Sale page to see what is accepted and how to prep & tag your items.
3. Check items to make sure they’re clean, pressed & hung or packaged correctly. Check toys & gear with batteries to make sure they work and have all pieces and parts. Replace batteries if needed.
4. Print Shopify seller report nightly. Locate sold items and attach SHOPIFY shopper tag prominently to the front of the item.
5. Double check that each item has a Shopify shopper tag. \*It is very important that you utilize your Shopify report to make sure you bring every sold item.
6. Alphabetize by Shopify shopper tag for faster item placement during Drop Off.
7. Bring your fully-charged cell phone to Drop Off. You will use your cell phone to scan each item into our system to verify all sold items are present. Turn on “Scan QR codes” setting on your phone. Troubleshooting/help can be found online for most phones.
8. After your items/orders are verified, you will place them by shopper codes. To speed this up, we HIGHLY recommend you ALPHABETIZE your items by the Shopify shopper code on the tag.
9. Consignors with items that don’t meet the ATG quality guidelines will be subject to a restocking fee of \$5 fee or 25%, whichever is greater. If you sell an item and do not bring it to Drop off, it will also be subject to the same restocking fee.