

# YOUR GUIDE TO

# Selling



AT JBF IN PUYALLUP

Back-to-School

## Let's do this together!

If you're a first-time seller, or a returning consignor needing a refresh, you'll find everything you need to know—right here in this guide—to help you turn your outgrown kids items into CASH.



Gather



Create Tags



Price & Prep



Drop Off

[▶ Watch How It Works](#)

## FIRST: Register as a Consignor

[Sign Up to Sell](#)

**Seller Pay Rates:** JBF Sellers at the Puyallup sale earn 60% on sold items. Sellers who choose SmartPay (in-store credit to use at future Puyallup JBF sales) earn 70%.

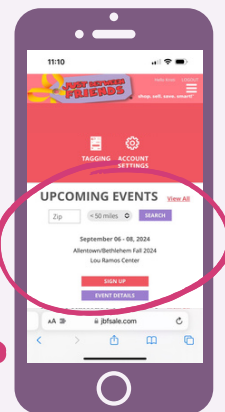
**Seller Fees:** Each sale, there is a \$20 fee per Seller. For Sellers who mark all of your tags to DONATE (if unsold), your Seller fee is only \$5. Your Seller Fee gives you and one Guest access to SHOP EARLY!

**Payment Method:** Sellers receive an eCheck via email no more than 15 days after each sale. eChecks are printed at home and deposited like a regular check. In rare cases, Sellers may choose to request a paper check via U.S. mail.

## NEXT: Schedule Your Drop-Off & Claim Your Early Shopping Ticket!

[Schedule Here](#)

Plus, you'll pre-pay your Seller Fee and select your pick-up time if you choose not to donate all of your items at the conclusion of the sale.



[▶ Registration Walkthrough](#)



Questions? Join our Seller Group [JBF Tacoma](#) for quick Q&A.



STEP #1

# Gather



## MY CHECKLIST

Check off this list as you gather your items!

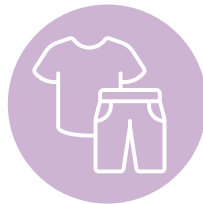
- School & Athletic Clothes sizes 4T-Teen
- School Shoes sizes Little Kid 8 - Teen
- Backpacks
- Lunch Bags & Food Storage
- Accessories
- Books
- Halloween Costumes

## Gearing up for Back-to-School!

Our SPECIALTY sale features only the items families need to get ready for the upcoming school year.

Each Seller may bring up to **200** tags.

## School Age Items (4yrs-Teen)



Questions? Join our Seller Group [JBF Tacoma](#) for quick Q&A.



## STEP #2

# Create Tags

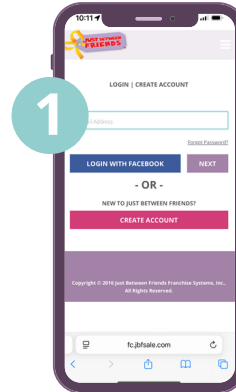


## Creating Tags

**STEP 1:** Go to [jbf.sale.com](http://jbf.sale.com) & click on “Login” or create a JBF profile

**STEP 2:** Click on the Tagging icon

**STEP 3:** Enter & Print Tags



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Category <input type="text"/>	Size/Type <input type="text"/>	Description <input type="text"/>	Price <input type="text"/>	Reduce <input checked="" type="checkbox"/>	Donate <input checked="" type="checkbox"/>	Quantity <input type="text" value="1"/>
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Choose the **category** that best fits or leave it blank if there doesn't seem to be a good match.

Enter a **Description** that includes brand name, number of pieces, color or pattern, etc.

You choose the **Price**.

A check mark here will allow your item to **Reduce** to 50% off on Half Price Day.

A check mark here will allow your item to **Donate** to our local charity if unsold.

Choose the **Size or Type** that best describes your item. All clothing and shoes must have a size. Some non-clothing items will have type to choose from. For items with no type, you may leave this field empty.

Use **Quantity** if you have more than one of the EXACT SAME item. This will print one tag with a unique QR code for EACH item.

## Printing Your Tags



Print your tags on 8.5"x11" white cardstock in portrait mode.

### No Printer? No Problem!

When you finish creating your tags use the “Print PDF” option and upload the PDF file to an office supply store. It will save you ink and time. You can even ask them to cut your tags!



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## STEP #3

# Price & Prep



## Prep & Price Your Items

It's time to prepare each item and attach your tags.



### Clean

The newer it looks, the better it sells. Check carefully for stains, holes, pet hair, and odor in clothing. Clean all items thoroughly.



### Current

Shoppers love trendy styles that are in fashion. Make sure items are exactly what they need for the upcoming school year.



## Shopper-Focused Pricing

When You Price, Ask Yourself:

"What price would make me buy this item without hesitation... and **brag about my bargain** to my friends?"

We'll share pro-tips for pricing along the way, but in general, 50-90% off retail prices will help your items sell well!



### PRO TIP! A Proven Way to Sell Even MORE!

Choose **REDUCE** when creating tags to allow your items to sell at 50% off during half price sale day. These items have a **30% GREATER** chance of selling!

**The Power of \$.50** When I started selling my daughter's items at JBF, my Grandma said, "Always add 50 cents to your price." And she was right. When I sold 100 items, I made \$50 just from that extra \$.50. Take my Grandma's advice and see for yourself!



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## STEP #3

# Price & Prep



### Grab Your Supplies:

- Laptop, tablet or mobile device
- White card stock (sturdy paper!)
- Tagging Gun & Fasteners  
**(Watch training videos)**
- Hangers  
**(Use ADULT hangers for all Back-to-School Clothing please)**
- Quart, gallon & XL clear storage bags
- Clear packing tape
- Painters/masking tape
- Scissors
- Ribbon, string or zip-ties

### Optional Supplies:

- 1.5 - 2.0 inch safety pins
- Paper Cutter
- Printer
- Cleaning Supplies  
Magic Eraser, stain remover, etc.

**Watch & Learn About Supplies**

On the next pages, we'll show you how to **Price & Prep each Category** of item you can sell at the JBF sale in your local area!

- Books & Homeschool Items**
- Clothing** (Sizes 4T - Teen and Costumes)
- Shoes** (Sizes little kid 8 - Teen)
- Odds & Ends** (Accessories, Backpacks, Lunch Items, Sporting Goods)

### Prep Essentials

- 1 All pieces are secured together** (pieces won't separate or fall out of bags)
- 2 Tag is attached securely so it won't fall off**

**Let's GO!**



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# Price & Prep:

## BOOKS, SCHOOL SUPPLIES, HOMESCHOOL ITEMS



### Prep

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached



Bundle books into sets with a ribbon or string.



Attach the JBF price tag to the outside of your item.



### Tagging Tip

Attach JBF tags using **blue painter's tape** that can be removed without damaging the item.

(Do not use packing tape, as it will often destroy book covers and original boxes.)

You **CAN** sell these items in great condition:

- ✓ Books ages 4 & up
- ✓ School Supplies
- ✓ Homeschool Supplies

Sorry, we **CAN'T** sell:

- ✗ Board books or infant books
- ✗ Books for grown-ups, cookbooks or self-help books
- ✗ Movies
- ✗ Video games
- ✗ Arts & crafts items
- ✗ Puzzles & games

### Price to Sell!

💰 At least **75%** off retail

Shoppers - just like you - are looking for **REALLY** great deals on these items and we recommend at least 75% off retail pricing and 90% off retail is even better!

Don't forget to mark these items to **REDUCE** on half price day!

 [Watch for More Tips](#)



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# Price & Prep:

## CLOTHING

(Children's 4T, Teen, Halloween Costumes)



### Prep

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached



Be sure the hanger hook opens to the left, like a question mark.

### ▶ Watch Clothing Tagging Tips



All clothing on hangers  
Hanger hook opens to the left.

Hanger fits the clothes so they won't fall off during the sale



Bundle more than one piece of clothing on a single hanger or bundle multiple hangers together.



Attach pants & skirts with safety pins or zip ties to the top of a regular hanger or use a pants hanger.

You CAN sell sizes 4T-Teen:

- ✓ Clothing for the upcoming school year and sports seasons
- ✓ Teen clothing will be sized XS - XL and hyper-organized by category then size

Sorry, we CAN'T sell clothing that is:

- ✗ Adult styles and brands
- ✗ Summer season clothing
- ✗ Stained, damaged, strong scent or pet hair



### Safety Matters:

### Drawstrings

Learn about Drawstrings Safety:

- Upper Outerwear **WAIST** Drawstrings
- Upper Outerwear **NECK** Drawstrings



[Drawstring Safety Guidelines](#)



Adult Sized Hangers **Only**  
at our Back-to-School Sale Please



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# Price & Prep:

## CLOTHING

(Children's NB-18/20,  
Maternity, Costume/Dress-Up)



### Attaching a JBF Tag

Use a tagging gun to attach JBF tag to the garment's tag or inside seam.

You may also use a high quality safety pin to attach tag to front right of item.



### Using Tagging Gun Properly



Puncture tagging gun through the **manufacturer's tag**.



Puncture an **inside seam** at right armpit (*when looking at the front of the item*).



Do **NOT** puncture directly through the garment fabric.



Do **NOT** puncture tagging gun directly through the fabric of an item. While safety pin holes disappear when washed, tagging gun holes do not.

## Price to Sell!

**\$** At least **75%** off retail

Remember to use Shopper-focused pricing (create a cannot-resist deal!)

Choose to **REDUCE** when creating tags to sell even more on half price day!

Item	Bargain Brands	Everyday Brands	Boutique Brands
Pajamas	\$2 - \$3	\$3 - \$4	\$5+
T-shirts	\$1 - \$2	\$2 - \$3	\$4+
Jeans / Pants	\$2 - \$4	\$3 - \$6	\$6+
Dresses / Dress Shirts	\$3 - \$4	\$3 - \$6	\$6 - \$8+
Sneakers	\$3 - \$6	\$5 - \$8	\$8+
Jackets / Coats	\$4 - \$6	\$6 - \$9	\$8+

**Bargain brands** = Cat & Jack, Garanimals, Cherokee, etc (retail \$4-10)

**Everyday brands** = Carter's, Children's Place, Department store brands (retail \$6-15)

**Boutique brands** = Crewcuts, Mudpie, Janie & Jack

## Pro Tips:

### ↑ Price **HIGHER**:

- New with Tags & Like-New
- Big Kids Clothing Sizes
- Boutique Brands

### ↓ Price **LOWER**:

- Infant (under 12 months)
- Maternity
- T-shirts
- Everyday Clothes

### Bundle lower-priced items:

For example, bundle three \$2 pajamas on a single hanger with a \$6 JBF price tag; or three \$1 t-shirts for a \$3 JBF price tag.



Questions? Join our Seller Group **JBF Tacoma** for quick Q&A.



# Price & Prep: SHOES



## Prep

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached

Punch a hole through your JBF price tag

Connect both shoes to the tag and to each other using a zip-tie

Or, attach shoes together using a zip tie and attach the tag using a safety pin



**Tip:** Reinforce the hole punched tag with tape before zip-tying. If your shoes can't be zip-tied together, watch our video for more strategies.

 **Watch Tips on Tagging Shoes**





## Price to Sell!

 Best at **50%-75%** off retail





Shoes in great condition fly off the shelves at JBF. The cleaner, the better!

Local families are going to be thrilled to find your shoes at 50-75% off retail prices as they hunt for essentials at the JBF sales event!

You CAN sell shoes that are:

-  Sizes Little Kid 8 thru Teen (adult 9 & up)
-  In great condition
-  Very clean
-  Suitable for the upcoming school year

Sorry, we CAN'T sell shoes that are:

-  Adult styles
-  Too worn or missing laces
-  Dirty
-  Out of season

## Pro Tips:

**Condition matters at JBF.**

The better your shoes look, the better they will sell. Toss them in the wash or use a brush or Magic Eraser to clean them well, including the soles.

 **Price HIGHER:**

- Desirable brands such as Air Jordan, Nike, See Kai Run, Keen, etc.

Select **REDUCE** so that your shoes have a great chance of selling throughout the event!



Questions? Join our Seller Group [JBF Tacoma](#) for quick Q&A.



# Price & Prep:



## ODDS & ENDS

(Accessories, Backpacks, Lunch Items & Sporting Goods)

### Prep

Essential #1 - All pieces secured together

Essential #2 - Tag stays attached



Tagging Accessories

### You CAN sell:

- Kid accessories
- Kid sporting goods
- Lunch bags & foot items
- Backpacks & sport bags

### Sorry, we CAN'T sell:

- Items not made for kids
- Vintage items
- Estate sale items

## Price to Sell!

Best at **75-90%** off retail

Select **REDUCE** to these items to increase your chances of selling more of your items!



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## STEP #4

# Drop Off



You did it! All your hard work will soon turn into a seller check!

### Get Organized for Drop-Off

Pack your non-clothing items by type.

## Drop-Off by Appointment

### Thursday, July 30

Schedule your Drop-Off Appointment beginning July 1 at 8am.

[Schedule Drop-Off](#)

### Organize Clothing

Pack your KID clothing (4T-18/20) by:

- gender then
- size, then
- type.

Pack your TEEN clothing (XS-XL) by:

- gender then
- type, then
- size.

### What to Expect at Drop-Off

Plan for about 60 minutes to drop off your items.

- 1 Check In:** Scan your Presale Ticket to activate your early shopping access. Then grab a rolling rack and load your items.
- 2 Place Items on the Sales Floor:** Place your items on the sales floor where they belong.
- 3 Clothing Inspection:** Staff Members will inspect all items for quality and back-to-school appropriateness after they are placed onto the sales floor. NOTE: Clothing Fast Pass status (for the Fall sale) will be updated according to “no thank you” items. NOTE: Sellers who drop off more than 200 tagged items will be charged an additional Seller Fee.



Questions? Join our Seller Group [JBF Tacoma](#) for quick Q&A.



# Sale Week



Now that all of your items are dropped off, you get to **shop early** and **watch your check grow!**



## Shop Early

The best perk of selling with JBF is shopping before we open to the public! Grab your presale ticket, a friend for your guest pass, and enjoy all the best deals first!



## Tell Your Friends to Shop

The more you share, the bigger your seller check will grow. Be sure all the families in your life know about how JBF can help their family **SAVE** this week!



## Watch Your Check Grow

You can view your sold items! Log into your JBF Profile, click on **TAGGING**, then choose **SOLD ITEM REPORT**.

## THUR JULY 30

### Seller Drop Off

By Appointment  
11am-7pm

## FRI JULY 31

### Seller Presale

Staggered Entry  
9am-4pm

### Public Sneak Peek (Limited Tickets)

4pm-8pm

### Teen Thrift Night

6pm-8pm

## SAT AUG 1

### Open to the Public

8am-5pm

*with*



### Kids Market Day

### Half Price Seller Presale

5pm-8pm

### Half Price Sneak Peek

6pm-8pm

## SUN AUG 2

### Half Price Sale

8am-2pm

### Seller Pick Up

6pm-7:30pm

### Bargains & Blessings

7:30-8pm



## Getting Paid

Once the sale is complete, you can expect to receive your payment within **15 days!**



## Unsold Items Donated to Charity

Your unsold items marked for **DONATE** are distributed to help local families through our Charity Partner, The Wishing Well. You'll receive a donation receipt for tax purposes.



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