



# 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 ITEMS:

**#:** 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** -Teen/Petite, **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. 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**.

## ONLY 10 CLOTHING ITEMS PER CONTRACT

#	Item	Description	Gender & Size	Price
1	Shirt	SS BU White	M-15	3.00
2	Shoes	Brown Loafers	B-5	2.50
3	PB-Book	"Moonlight Becomes You"		1.00
4	Dress	LS Z Black Floral	G-12	4.00
5	Toy	(3PC) Firetruck w/2 men Plastic LT		3.50
6	Dishes	(32PC) White w/Flowers		7.00
7	Linen	(4PC) Flat, Fit, 2 cases Blue Design	Queen	4.50
8	Pants	Khaki	L-12	3.00
9	Jewelry	Earrings Pierced Gold w/stones		1.50

SAMPLE