



You are now registered for the Spring/Summer 2010 Boutique Repeats consignment and overstock sale! Here are some detailed instructions and pointers to getting ready for the sale.

1. Navigate to www.boutiquerepeats.net.
2. On the Boutique Repeats home page, click "Consignor Log-In!"
3. Click "Select Drop-off Appointment". A list will come up with our drop-off times and you then select the one that suits you best.
 - a. If you need a time that is NOT listed (indicating we are full), we can still schedule an appointment for you to meet us, but you will to select the first appointment on the list--a 12:00 AM (MIDNIGHT) time slot indicating you want to make an appointment. You then need to work out a time with us to drop off your items. Email us at info@boutiquerepeats.net.
4. From the home screen you can now register to volunteer OR work with your consigned inventory.

Entering Inventory (Consignor Item Entry Screen)

PLEASE NOTE!! You MUST enter your ENTIRE inventory of items NO LATER than 12:00AM (MIDNIGHT) on Wednesday morning, March 10, 2010 for this sale—For some tired Mommies, like me, this means Tuesday night!! The system will not be available for changes after that time. You will be able to log-in and view your account, print tags and track your sales once we open, but no changes can be made.

You can enter a few items at a time or enter them all at once, your choice. If you enter a few items per day/week it doesn't seem as overwhelming to get your items ready in time. Once all of your items are entered, you are ready to print your tags, but remember to do a print preview prior to printing, just in case they do not line up.

To begin entering your items, click "Work with My Consigned Items" and enter your items one at a time.

- Consignor Number and Item ID: This is filled for you once you've logged in and started inventory.
- Category: Select the appropriate category, such as Accessories-Girl for a bow.
- Size: Please list the size according to tag. However, tags labeled with S, M, L, XL will not be accepted. If your garment is sized this way, please put a corresponding number size on your tag, so we will place the garment in the appropriate place. For example, a toddler girl size "S" is much different than a big girl's size "S". The same applies for European sizing, if it is 86, 90 or 100, etc.—please list the corresponding U.S. size.
- Description: Please provide a brief description of the garment, including brand name. For example, Secret Wishes Smocked Strawberry Capri Set. This will help us locate the item if the tag is separated from the garment. Also, if it is part of a set, please list this on the tag. You have two

lines, with 24 characters on each line. You will have to click to go to each line, the system doesn't wrap down.

- Discount: Check the box if you **DO** want the item to go ½ off on Saturday.
- Donate: Check the box if you **DO** want the item donated following the sale. This means you are **NOT** picking up your items.
 - **PLEASE NOTE: For discounts and donation, we will go by what is on the tag, so be sure you select what you want, no exceptions. This eliminates the need to highlight anything.**
- Price: We can't sell it if it's not priced! Price your items at approximately 25-40% of original retail price depending on condition, size, etc. A good rule of thumb is to price the item at what you would pay for it at a consignment sale. *Please remember that there is an emotional price and a resale price and they are not always the same. Price it at the resale price.*

After you've entered all of your tags, please print your tags and pin them to your garment (see below for detailed photo). **You will need to bring a printed inventory list in item order, along with your consigned items in item order to the sale for drop-off at your scheduled time. We MUST have the inventory list at check-in!** If you do not have a printer or do not have access to a print at the library or other location, please contact us and we can print your tags for you; however, you will have to retrieve them from us before you can tag your items.

How to prepare your items for the sale

- Gather all of your items—make sure that they are clean and pressed. Remember that presentation sells and you want the highest price possible.
- Clothing should be hung on appropriate sized hangers (no adult sized hangers, unless size 6X children's or larger) with the hanger making a question mark when you are looking at it. ("?")
- For two piece outfits, we suggest that you pin the pants to the hanger and then hang the top over it to reduce the chance that they will be separated. You **MUST** use safety pins! **NO STRAIGHT PINS WILL BE ACCEPTED!**
- The tags must be printed using our system. No other tags are accepted. Please bring your printed inventory when you come to check-in.
- Tags need to be secured with a safety pin on the left hand shoulder of the garment (on the right side if you are looking at the item). If the garment is silk or otherwise easily damaged, please pin it to the brand/size tag at the neckline. We want to avoid any damage to the garment.



- Shoes: please secure shoes together, with laces, string or binds. Make sure that you attach the tag securely to the bottom or tie it onto the shoes. You may place them in a Ziploc bag, if they fit.

- Bows and other accessories can be placed in Ziploc bags with the tags taped securely on the outside or the tag can be tied onto the bow with string if no bag is used.
- Your items need to be tagged and sorted by size and gender BEFORE your appointment time. It should correspond to your inventory list that you bring to check-in. This saves you time while you're here!