CONSIGNOR GUIDE

NEAT REPEATZ

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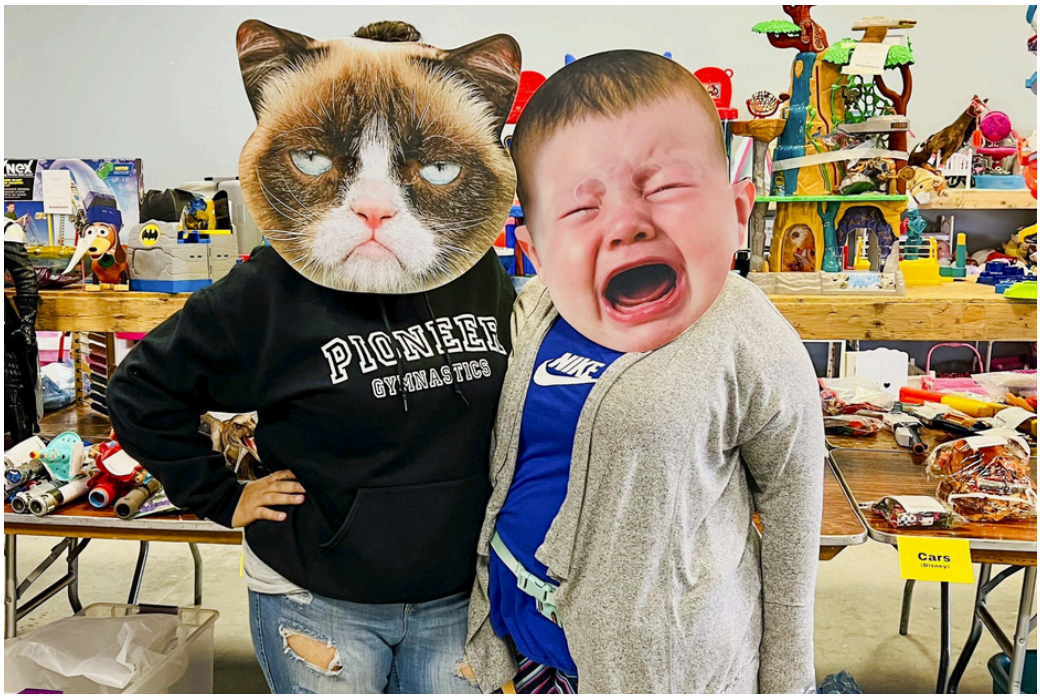


ABOUT US

“Neat Repeatz” was created in 2002 by a local mom for the benefit of local families. Our sales are held twice a year and provide cost savings to shoppers and added income for consignors while also being easy and fun!

WHY NEAT REPEATZ?

SPRING & FALL EVENTS

* We have a Children's & Adult's Sale every Spring & Fall
* Any of your unsold items from the Kids sale transfer to the Adults sale for additional sale days!

12 Sale Days

on Children's Sale Items

Watch your items sell in **REAL** time!

NEW CONSIGNOR SYSTEM

- Easy to enter your items in
- User friendly on all devices
- Know exactly what unsold items to pick up

REASONS TO CONSIGN

- Make some Extra $$$
- Declutter your home
- Shop Early
- It is fun!

- Less time consuming & work then a garage sale!
- Less hassle then online selling & auctions.

CONSIGNORS EARN 60% OF THEIR TOTAL EARNINGS!

CHARITY

All items marked Donate or not picked up are donated to multiple local non profit charities. It helps the community.

NEAT REPEATZ

Repeat-Reuse-Recycle

NEAT REPEATZ

STEPS OF CONSIGNING

1 Register

Sign up for an account at www.neatrepeatz.com. Then register for the sale/s that you want to do. Just follow the steps it prompts you to do.

2 Prepare your items

Round up the items you would like to sell. Make sure they are clean without stains, wiped down & ready to sell.

3 Enter your items

Enter your items in our online system for the sale associated with the item. It will guide you to enter the item description & price that you set. You can choose if you want the item to discount on discount days & if you want to donate it or pick it up if it doesn't sell. After entering all of your items you will be able to print them on cardstock as tags that go on the items you are selling.

4 Tag your items

Print the items you entered in on cardstock. They will print 6 tags to a page. Cut those tags out and you will put them on the item associated with the tag. Please see the correct way to hang your items & put tags on hanging items in this document. Non hanging items tags can be put on using good clear packing tape, string, safety pins, etc.

5 Item Check In

When you registered you picked a time to check in your tagged & prepared items for the sale. Come at the time that you registered for to check in your items. If you have under 200 items plan on around an hour to get your items checked in. If you have over 200 items it could take a little longer then an hour. We put away all non hanging items & you will put out all of your hanging items after they have been checked.

6 Shop & Watch your items sell

Consignors get to shop early! Consignors get to shop on the Tuesday before the sale starts. You will be given a pass at check in. Once the sale starts make sure you log in online and you can see what items have sold!

7 Pick up unsold items or Donate them

Pick up day is the Monday following the last day of the Adult Sale. Pick up any unsold items that you want back on this day. If you want to leave your items or do not want to pick up they will be donated to local non profit charities the next day.

HOW TO PRINT YOUR ITEM LIST FOR PICK UP DAY

CONSIGNORS

1. Log in to your Neat Repeatz Account
2. Click on Manage Items
3. Click on unsold items
4. **Left click &/or highlight all of your items from the top to the bottom of the page**

   *** Don't use the "print selected" option. It will print them out as tags.
5. **Once items are selected/highlighted right click and select print.**

OR

1. Log in to your Neat Repeatz Account
2. Click on Manage Items
3. Click on unsold items
4. Click on "**Export**" button & save the xls or csv file.
5. Open your exported file into excel or the program of your choosing & print your item list from your chosen program.

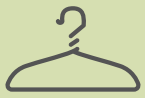
⚠ **Using the "Print Selected" option will print your list off as item tags. Follow the directions above to print a normal list.**

SUPPLIES

Supply Locations

We have supply locations throughout Lincoln. If you need supplies to tag your items these supply locations have hangers & safety pins for sale in them. Each location has a tote on the porch. Please write your consignor number down & the number of supplies taken. After the sale the supply amount will be deducted from your earnings .

- Hangers (50 wire hangers) $10.00
- Safety Pins (bag of 200) $3.00



WIRE HANGERS

SAFETY PINS

CARDSTOCK

Other helpful supplies

ZIPLOCK BAGS

CLEAR PACKING TAPE

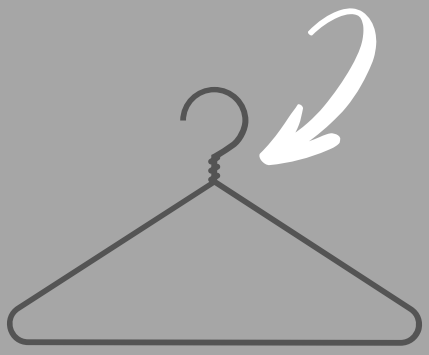
ZIP TIES

STRING

Neat Repeatz

HOW DO I HANG MY CLOTHES?

Hanger Direction



Printed Tag & Safety Pins

WHERE DOES MY TAG GO?

When looking at your hung item the tag goes on the top RIGHT.

Tag Location

HANGING CLOTHES TO SMALL FOR THE WIRE HANGER

MAKE SURE HANGER IS FACING THE CORRECT POSITION

HANG SMALL CLOTHING ON THE FRONT OF THE HANGER

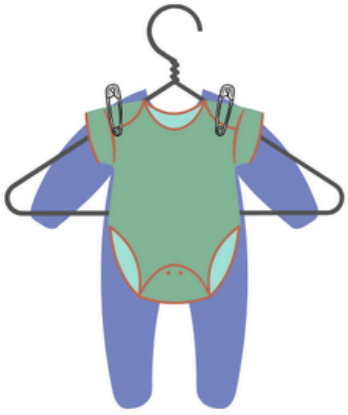
USE GOOD SAFETY PINS TO HANG YOUR CLOTHING ITEM ON THE HANGER & ATTACH YOUR PRINTED TAG

WHEN LOOKING AT THE FRONT OF THE CLOTHING PLACE YOUR PRINTED TAG ON THE UPPER RIGHT SIDE

HANGING SMALL 2 PIECE OUTFITS

FRONT

STICK YOUR SAFETY PINS ATTACHING THE ITEM TO THE HANGER THROUGH BOTH PIECES OF CLOTHING.



BACK

MAKE SURE BOTH OUTFITS HAVE THE FRONT FACING TO THE OUTSIDE SO PEOPLE CAN CLEARLY SEE THEM.