

Consignor Checklist – Dropoff day

Congratulations! The hard part over - follow these instructions and wait for your check!

On Arrival at the Agricenter

- Check in when you first arrive
- Pick up your shopping pass
- Take a picture of the pick-up reminder if you are not donating your remaining items
- Bring a self-addressed, stamped envelope if you want your check mailed
- Have clothing divided by gender and in size order and place on a rolling rack
- Bring clothing items to quality control area
- After completing the quality control process, put your clothing away on appropriate rack by gender/size
- Tag large items with claim tickets – we will have an example if needed *A large ticket item is any item that a shopper would not want to carry around while shopping. (Examples: potty chairs, bathtubs, swings, bouncy seats, etc... If you are not sure, ask a KT crew member.)

MAKE SURE TO PLACE ALL ITEMS IN THE CORRECT LOCATION – YOUR ITEMS WILL NOT SELL IF THEY ARE NOT IN THE DESIGNATED AREA! IF YOU AREN'T SURE, ASK A KT CREW MEMBER AND WE ARE HAPPY TO HELP.

Before Exiting Agricenter

- Have all of your items been placed in the appropriate areas?
- Do all of your large items have a large item claim ticket?
- Do you have your early shopping pass and picture of pick-up reminder?
- Have you signed up to join the KT team to shop early and earn extra money? (See Amy to join the team!)