



The TaK (TTT) TAGGING GUN INSTRUCTIONS:

When tagging your things at home, please follow these instructions, and don't hesitate to call us with any questions you may have (852)27450283

Supplies needed to tag your items:

- safety pins or a tagging gun (using a tagging gun will be more efficient and one is supplied in the starter kit you can purchase from us, but a tagging gun is not required)
- cardstock (110 lb. or thicker - color must be white, beige, or pastel yellow), printer ink, and scissors for printing and cutting apart your tags after printing them
- packing tape AND scotch tape for attaching tags to toys, equipment, books, etc.
- zip-top bags (different sizes – snack/sandwich/quart/gallon/etc)
- ribbon, thin rope, cable ties or loop pins for attaching pairs of shoes together, or for attaching tags to certain toys, equipment and furniture items

Attaching the tags:

This is when organization is critical - you don't want to mix up tags and end up selling a swing for \$2 instead of \$40!! Take your time and review your tag's description as you attach it to each item. It is also important for tags to be affixed securely. THE TAK cannot give you credit for items sold without a tag, nor can we return items to you unsold if the tag has fallen off. Most of the tagging supplies listed can be purchased at your local dollar store, but we also sell Starter Kits at our retail shop which include a tagging gun w/one needle, 250 plastic barbs, 20 loop pins and 16 sheets of cardstock - enough supplies to tag your first 240 items, for just \$12 (price may change without notice). Extra barbs for your tagging gun, additional loop pins, and extra card stock can be picked up at the shop for a nominal fee whenever you need them!

Bibs, Accessories, Socks, Small Items

These items are best sold when organized into groups and placed in a clear zip-top bag. Attach your tag onto the bag and you're done (packing tape works great, just don't cover up the barcode)!

Clothing: We recommend you use a tagging gun to attach the tags to clothing items, but you may also safety pin them on as shown in the diagram that follows. When using a tagging gun, please put the tag through the seam in the armpit rather than the front of the shirt, or through the seam in the hip area of the pants (use seams on the right side of the clothing when the clothing is facing you). It is not required, but pressing or steaming the clothing can make a huge difference in appearance, making your items the most likely to sell and the fastest sold!!



**** Note about hangers:**

Any type of hanger is permissible at our store, but metal hangers, or plastic hangers that have a metal hook, are required for our seasonal sale events (this is due to the type/size of our clothing rack bars). Items should hang so that the hook makes a question mark " ? " and pants should either be on pants hangers, or pinned to shirt hangers at the top of the hanger (NOT the bottom) and on each side of the waist. Small, infant-sized hangers should only be used for newborn thru 12 mos. clothing in most cases. Usually starting with 18 mos, you'll need adult size hangers for clothing to be secure on our racks. Do the "tug test"! We want to avoid clothes slipping off their hangers when shoppers are browsing our racks – clothes on the floor won't be seen or sold, and they may be damaged. *If you don't have hangers, we can accept infant through size 9 children's clothing laid flat in bins or laundry baskets (NOT folded) at our retail store location. Clothing sizes 10 and up for our retail store, and ALL CLOTHING for any seasonal sale MUST come on hangers. You can purchase hangers from us to use the first time you consign with us – once you are an established consignor, we can give you hangers to use for each subsequent appointment as needed.*

Baby Equipment - Make sure that highchairs, pack-n-plays, walkers, etc. are super clean and in working order. Tags should be attached to a 2-part claim-tag when bringing to one of our A4K sales.

Furniture and Large Items - These items MUST be set up by the Consignor during drop off. Buyers prefer to purchase items they can visualize and inspect and typically will not take the time to inspect unassembled items. Please bring any tools needed for set up and attach tags securely.

Puzzles & Games - Make sure all pieces are included. Instructions must also be included for all games (if lost, look for them internet, print and include them). We recommend using zip-top bags to enclose puzzle and small game pieces in their boxes. Tags can be securely scotch-taped to these items on the bottom or side of the boxes.

Books - Ensure all pages are intact and that there is minimal wear & tear. It is a good idea to group like books together in a large zip-top bag, list what books are included on an index card inserted in the bag and then use packing tape to attach the tag to the outside of the bag. For books tagged individually, use scotch-tape to secure the tag to the back cover (packing tape can damage books).

Toys - Toys must be clean & show minimal wear. Any toys that require batteries should have batteries installed and be in full, working order. We may have batteries you can purchase at your appointment, but please don't count on that. We often run out and would have to turn your items away if we cannot verify that they work. With toys that include loose pieces, please put the pieces in clear, plastic zip-top bags. If necessary, connect multiple bags together with packing tape. Then attach the accessory bag(s) to the toy using ample packing tape so it doesn't come apart.